

**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
8 February 2019, 9am

Present:

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

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

Received from Cllr Martyn Poole. Cllr James Griffiths was not present.

2. Requests for Dispensations

None received.

3. Confirmation of Minutes of Meeting held 3 January 2019

The Minutes were unanimously **agreed** as a true and accurate record and signed by the Chair.

4. Matters Arising

Page 1 - Posts around the car park at Bromley Heath have now been installed. Clerk reported that the car park would benefit from having a road sweep and suggested that a quotation is obtained. **AGREED.**

Page 1 - Meeting has been arranged with all parties in respect of the ongoing Party Wall issue.

Page 2 - VAT - Following attendance at a recent Town & Parish Council Forum, Deborah White from ALCA reported on problems experienced by some Parish/Town Councils when implementing a large project. In order to ensure that no difficulties are experienced by D&BH PC in relation to the pavilion project, Clerk has requested discussions with ALCA, and will bring the matter forward with the internal auditor.

Page 2 - Open Play will shortly be set up using the 11-a-side pitch at King George V as both 11 and 9-a-side.

ACTION - Clerk will contact all the user groups in order that bookings may be made.

5. Withdrawal of Local Council Tax Benefit

South Gloucestershire Council is withdrawing this grant for local Councils. Discussions took place around how this would impact on parish and town councils. **Noted.**

6. Bus shelter and notice board cleaning

Tim Webb Window Cleaning has advised that he will be increasing his costs by £1 per shelter as from the February clean. This will equate to an additional £29 per month. Clerk confirmed that there had been no increases for some years. **AGREED & NOTED.**

7. Installation of litter bins and seat at playing fields

Clerk and Hayley Brock, SGC officer, met on site at Badminton Road/King George Playing Fields before Christmas to establish the bins that need to be removed in order that the new bins/recycling facilities could be installed. Quote for the work has been awaited for some time and has finally been received, albeit that the number of bins quoted for is incorrect. As such, SGC requested another site visit and walk through the park with operatives to ensure they put the bins in the correct place. Quote received to date is for 10 new bins and to install a pre-used bin at the bus stop at Badminton Road/Sandringham junction, total £1790.15 exc VAT.

AGREED to accept the quotation from SGC when received, which is anticipated to be in the region of £3,000.

8. Signage

- a) **Parish Council Office** - In order to have a sign at the end of Buckingham Gardens, an application form has to be completed, together with a non-returnable fee of £163.50. Should the application then be accepted, the applicant is required to sign an agreement form confirming acceptance of all costs associated with the design and installation of the sign. The costs include the design, production, installation and future maintenance. As a guide, 2 medium signs (0.5 sq.m each) is likely to cost at least £400 + 25% administration fee + 20% future maintenance cost = £600 + VAT. This is in addition to the £163.50 application fee. After discussion

AGREED not to proceed with a sign at this cost.

- b) **Gate at Badminton Road Playing Fields** - One of the football clubs has requested a 'No Parking' sign on the wooden gate leading to the Badminton Road playing fields in order that clear access is maintained for emergency vehicles.

AGREED to provide a sign, as detailed.

ACTION - Clerk to explore options and ask Downend Men in Sheds to fit the sign.

9. Service 462, South Glos Bus & Coach

£227.67 has been agreed to be refunded to D&BH PC following the batch of invoices received from them. It has been agreed that the refund will be split in half and deducted from the next two invoices. **Noted.**

10. Insurance renewal & Cyber Protection option

Insurance renewal is awaited from Came & Company. However, Clerk advised that a new Cyber product for councils is now also available. A policy has been tailored to suit local councils with Lloyds at a cost of £285 plus IPT. Clerk informed members of the key features.

AGREED to proceed with the Cyber Insurance policy, as detailed.

11. Localism / Sports Pitches

Clerk and Chair have met with Simon Wood, SLPC Consulting Ltd, to initiate proceedings with the funding application to the Football Foundation. **Noted.**

Prestige Grounds advise that there is some 'Red Thread' on the King George V cricket pitch. In order to keep this contained, Prestige ask if they can put on some additional fertiliser which will cost around £50. Clerk has given authorisation for this. **Noted and Agreed.**

12. Skate Park Fencing Repairs

Downend Men in Sheds have declined to quote for this project. Additional quotations have been received as follows:-

- South Gloucestershire Council - £355.08 exc. VAT
- Prestige Grounds - Quotation awaited
- D&M Contracting - £350-£450 or £700 for a longer term option.

AGREED to await quotation from Prestige Grounds prior to making a formal decision.

13. Proposals from Downend & Bromley Heath in Bloom

Clerk brought various matters to the attention of members from D&BH in Bloom:-

- D&BH in Bloom have decided that they do not wish to pursue the project with Tommie. As such,

AGREED that Downend Men in Sheds further explore the options around Tommie and his current location.

- In Bloom would like to put some planters beneath the Welcome to Downend signs, as outlined at full Council in January. Chris Boulton has surveyed the area with an officer from SGC and has provided a costed proposal to the Parish Council for consideration (see item 16).
- Clerk updated members on a meeting with Jackie Baker and Chris Boulton when cladding and insulation of the containers was discussed. They estimated timber and gates to be £2375 and £1500 for insulation. Application withdrawn.
- In Bloom suggest that for an interim measure they put a coat of paint on the containers to improve their appearance, instead of cladding. This would be done in the fine weather when they have also completed the repair and waterproofing of the roof. They are concerned that there could be damage to any cladding when the pavilion is demolished and rebuilt. Once the building is complete, they would then install the cladding and make good.

AGREED that the new Council will review the next 4 years of funding after the May elections.

AGREED to allow In Bloom to paint the containers at their own cost. However, it was noted that the installation of cladding was one of the conditions agreed when providing the containers and this will need to be implemented in the future.

- Downend & Bromley Heath in Bloom have suggested to the Parish Council that they could realign the gates at Badminton Road and put 3 coats of Cuprinol Ducksback to the gate and posts, at a cost of £30. Clerk has informed In Bloom that the job is already in hand.
- Report from In Bloom circulated to members to ensure clarification on projects during the upcoming financial year.
- D&BH in Bloom have mentioned to the Friends group about having a sensory/herb garden at King George V on the concrete slab near the pinch point. This would involve planters being put there. Obviously, if the parish council are in agreement, Landlords consent will be required from SGC.

AGREED that In Bloom may proceed with the project as detailed, subject to Landlord's Consent from South Glos. Council.

AGREED to establish a maintenance programme for the sensory/herb garden from In Bloom as this should not form part of the maintenance carried out by Prestige Grounds.

14. Options for old Christmas lighting in storage with SGC

It would seem that no Councils wish to purchase the 11 working lights held in storage. There are also 5 lights which require repair.

AGREED to retain, say, 6 motifs in reserve in case of problems with the Cleeve Wood Christmas lighting.

AGREED to ask SGC if they would like to purchase the remaining motifs from the parish council. If not, then these could be advertised on Ebay.

15. Training opportunity via the Avon Local Councils Association

ALCA are able to run a 'Being a Good Councillor' course specifically for D&BH PC at our own venue. Clerk has asked for available dates as it would seem an opportunity for members, both old and new, to undertake training after the elections in May. Cost of this opportunity is £200.

AGREED to arrange Being a Good Councillor training over the summer for all members of the Council.

AGREED to arrange 'Planning' training at a local venue for members after the May elections.

AGREED to fully implement use of the tablets etc with effect from the new Council.

AGREED to download and 'share' the Being a Good Councillor publication on Google Drive.

16. Applications for funding

All applications were discussed and considered by members and the following was **AGREED:-**

APPLICANT	PURPOSE OF GRANT	AMOUNT REQUESTED AND COMMENTS FROM F&GP
Downend & Bromley Heath in Bloom (joint venture with Parish Council)	To provide planters and baskets with floral displays at each of the Welcome to Downend signs	£677 Photographs of all sites will be brought to full Council for clarification on exact locations. Each site will be looked at from a Health & Safety perspective and a decision made on that basis.
Citizens Advice South Gloucestershire	To help to run Staple Hill advice service	£500 Application will be circulated with full Council papers.
Downend Flyers GFC/Downend Saints	Cost of the use of winter training facilities, footballs, kit and goal nets	£1575 Application will be circulated with full Council papers.
Ignite Youth Group	Short mat bowls club for young people and a mid-week short mat bowls club for adults	£1299 Application will be circulated with full Council papers.
Christ Church Fellowship	Coach costs for older members to go on a trip to Sidmouth for a weekend	Application to be circulated to full Council.
Badminton Road Methodist Church	Installation of defibrillator	Application deferred by the Church. F&GP propose D&BH PC fund this defibrillator, in accordance with our Business Plan. However, a condition of the funding will be that the Church appoints a Guardian to inspect the defibrillator and submit the required reports every fortnight.

17. Avon Pension Fund - Proposed changes to Committee

The existing governance arrangements have been in place since 2006 with little change. However, the operation has changed dramatically and there have been a significant increase in Fund employers. The review will ensure the Fund remains fit for purpose and operates efficiently. The committee is therefore consulting with all employers. The contents of the letter were **Noted**.

18. Damaged Wall

Councillor Janet Biggin reported that the wall by the Horseshoe Pub/Westerleigh Road had been hit by a vehicle (photos circulated). This wall has been previously repaired by the Parish Council. **Noted.**

ACTION - Clerk to report to South Glos Council as a possible Health and Safety issue.

19. Any other business

- Clerk confirmed that the Internal Auditor has had to postpone the recent meeting and the audit will now be taking place on 13 February. Report will be brought to full Council.
- Downend Men in Sheds (DMIS) have put cladding around the container at Bromley Heath Playing Fields. They have also provided the Clerk with two quotations for work to the storage container. The work consists of the supply and fit of sockets and lighting. Quotes have been received to date at £611 and £702.

NOTED - Clerk will ask DMIS to submit a formal grant application in the prescribed format and obtain a third quotation.

- Downend Men in Sheds have provided a summary of their accounts for the period 1 January - 31 December 2018, which were **noted.**

AGREED - Clerk to circulate to members.

AGREED to ask DMIS to keep a record of all the jobs they have done on behalf of the Parish Council.

- Society of Local Council Clerks invites the Clerk and Councillors to its AGM followed by a talk by James Derounian of Gloucestershire University on community engagement and community development projects, to take place in Gloucester on 21 March, at a cost of £25 per person. **Noted.**
- Friends of Page Park will be holding a Party in the Park to celebrate the Heritage Lottery project on Saturday 15 June (a South Glos Project Team event but the Friends are doing most of the organising). D&BH PC has been invited to join in the celebrations. Acceptance form/charges awaited.
- NALC Funding Bulletin **noted.**

20. Date and time of next meeting

Thursday 7 March 2019, 9.30am in the Parish Office.

Chairman:

Date: