

DOWNEND AND BROMLEY HEATH PARISH COUNCIL

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE

MEETING HELD AT

Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW
24 May 2019, 9.30am

Present:

Committee members:- Councillors Janet Biggin, Colin Ogden and Sheila Ottewell.

Officer:- Angela Hocking

Public:- 2 members of the public

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

1. Election of Chair of Finance & General Purposes Committee

RESOLVED: Councillor Janet Biggin was nominated, seconded and elected unopposed as Chair of the Finance & General Purposes Committee for 2019/20.

2. Apologies for absence

Received from Cllr Raj Sood (attending a funeral) and Cllr Matt Pitts.

3. Requests for Dispensations

Cllr Colin Ogden in relation to the Friends of Bromley Heath Park.

4. Confirmation of Minutes of Meeting held 5 April 2019

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

5. Matters Arising

All matters dealt with at Full Council on 16 May.

6. Verification of bank reconciliation for all on-line bank accounts

AGREED to ensure a member of the Finance Committee looks at the accounts prior to future meetings to cross reference a sample selection of payments.

7. Grant application requests

(i) Annual grant – Downend & Bromley Heath in Bloom

Members had been circulated with a comprehensive report from Downend & Bromley Heath in Bloom. The previous Council had agreed to fund the group £5,000 per year until

the new Council was elected in 2019. The application put to Council is now for £10,000 per annum over a five year period with an annual inflation clause, based upon RPI.

Two members from In Bloom answered various questions from members about existing and ongoing arrangements moving forward. After much debate and discussion, it was unanimously

AGREED to recommend to Full Council to provide a donation to Downend & Bromley Heath in Bloom of £9,000 per annum over a 3 year period. At this time a further review will be undertaken and another period of funding explored.

Two conditions are attached to this proposal:

- a) Future plans are referred back to the Parish Council before implementation**
- b) An audit is carried out of the High Street / areas of planting to ensure the Council is clear about what is being funded.**

Chris Boulton thanked the Finance & General Purposes Committee in reaching a recommendation to be fed back to Full Council.

The group also discussed the Business Improvement District (BID), and the Parish Council was referred to the Clevedon BID to further investigate potential involvement. **Noted.**

A photograph of metal poppies was shown to members (£20 each at Kemps) as this could be a potential project to have at the base of Tommy once relocated. **Noted.**

(ii) Other funding applications:

- IGNITE YOUTH GROUP are seeking £447 to take a group of young people on a youth camp. One of the group has special needs and will be bringing her carer. Young people are collected from the Youth Hub in Downend and taken to Stafford Showground for the camp.

AGREED to support the group in the sum of £447.

- MS THERAPY CENTRE have applied for a grant to provide oxygen equipment for people with MS and other non-curable conditions. Six members live in Downend and support is offered to their families and carers.

AGREED to support the group in the sum of £250.

- ABOVE & BEYOND require the provision of 40 new visitor chairs at the Chemotherapy Day Unit to ensure the comfort of relatives and friends. 6219 people from the BS16 postcode were treated as patients last year.

AGREED to support the group in the sum of £214.

8. CCTV Update and Costings

As discussed at full Council, SGC are in the process of updating the Briefing Paper which will include the overall costs for the installation and maintenance of the CCTV in Downend. Once completed, this will be sent to the Head of Service to review. The install costs of £29,145.32 and ongoing costs of £7,260.51 were **noted**, although costs for repairs and maintenance are still awaited. Members considered the budgets available for the Parish Council but it was

AGREED that a financial commitment is needed from South Gloucestershire Council in the first instance.

9. Community Infrastructure Levy

During 2018/19 the developments at 30 Sutherland Avenue and 67 Cleeve Hill enabled the sum of £16,828.62 to be transferred to D&BH PC. Members were asked to consider suitable projects where this funding could be spent.

AGREED to utilise CIL funding towards the CCTV project in Downend.

10. Localism / Sports Pitches

- (i) Bin emptying, Prestige Grounds** – Prestige have sent through the invoice for the large blue bin. Costs will have to be monitored moving forward in view of the increased weight with dog waste etc.
- (ii) Litter bins at Bromley Heath Playing Fields** – 4 new litter bins have been installed at Bromley Heath Playing Fields being the ones emptied by Prestige. All the other bins are emptied by SGC. Clerk outlined an email received requesting additional bins and explained the surplus bins being held by SGC which may be of benefit.

AGREED that the Friends of Bromley Heath Park should look at the bin provision within the Park and assess whether or not any changes need to be made.

- (iii) Fallen tree – King George V Playing Fields** - The fallen tree is thought to have been 100-200 years old so as it forms part of the heritage of the site, the Friends would like to keep it at the playing fields and have a sculpture or seating carved from the remainder of the trunk. Prestige would need to be consulted regarding positioning and mowing. The question remains as to who would pay for such a project to be implemented.

AGREED to ask the Friends of Badminton Road & King George V to come up with a suggestion of what would be suitable, including specific locations. The Parish Council will look into the costs once an option has been put forward.

- (iv) Friends Group request at King George V/Badminton Road** – The grass around the pathways at King George V is continuing to encroach and make the paths smaller. This is especially so along the back of Cleeve Lodge Close. It will be a large job to rectify although could be done in stages. The Friends ask if this is something that Prestige could be asked to take on over the year ahead.

AGREED to obtain a cost from Prestige Grounds.

- (v) **Funding application (Simon Wood)** – Simon Wood is producing the funding application to the Football Foundation for the new pavilion at Badminton Road Playing Fields. Documentation requested from Simon Wood was shown to members by way of an update. In particular members attention was brought to item 21 'Partnership funding' and what can the Parish Council put towards the project.

AGREED to arrange a Sports Pitch Working Group meeting in order that members can be brought up-to-date with developments, and to ensure submission of the necessary documentation in relation to the funding application.

- (vi) **Fees for use of sports facilities 2019/20** – Fees for the use of football/cricket/tennis facilities for the coming year were discussed.

AGREED that fees should be increased in line with inflation (commencing at the start of the football season in September).

- (vii) **National Security Group call-out** – On Sunday 5 May there was a football match at Bromley Heath Playing Fields but the team did not have a key so called out a guard to unlock for them. Clerk advised that this would probably incur a fee on the next invoice which would be passed to the club involved.

AGREED to charge the team who placed the call-out if NSG invoice the Parish Council to this effect. Clerk has contacted the team involved pointing this out to them.

11. Any other business

- The chair at the spare desk in the parish office is in a poor state and it was

AGREED that the Clerk should obtain costs for its replacement.

- Following agreement at full Council, the invoice from B&C Energy Solutions Ltd has been received for the replacement bus shelter in the sum of £3,435 exc. VAT. Invoice signed by Cllr Biggin and Cllr Ottewell. Additional invoices also signed for the monthly Xero accounting subscription, £26.40, and invoice for Tool Station, £86, being the wood protective treatment for the fencing at the parks, as previously agreed by Council. Work to be implemented by Downend Men in Sheds free of charge.

RESOLVED that the above payments are made as soon as possible.

- The cost of Xero accounting software will be increasing by £2 per month with effect from 1 August. **Noted.**
- Clerk has attempted to get 3 quotations for the defibrillator installation at Badminton Road Methodist Church. Unfortunately one individual has gone into hospital and the other has declined to quote due to workload. The third quotation from Ron Clark Electrical has now been

received at £884.71. An additional quotation has been received from NRB Electrical Contractors Ltd at £480.00. After discussion,

RESOLVED to accept the quotation from NRB Electrical Contractors Ltd in the sum of £480.

- Donation received from the Friends of King George V in the sum of £1607 towards the planting of trees in King George V Playing Fields.
- Tim Webb Window Cleaning has provided a cost for the annual spring clean of the bus shelters and notice boards, which remains the same as 2018 except for the £1 per shelter increase, (+£29). **AGREED AND NOTED.**
- Council Resolution made in May 2018 in the event of the incapacity of the Clerk was discussed.

AGREED to amend the cheque signatories to include Cllr Herniman and remove Martyn Poole.

AGREED to add that:-

- a. Chair holds the spare keys to the cabinets in the parish office**
- b. Details of Clerk's next of kin have been shared with chair and vice chair**

12. Date and time of next F&GP Committee meeting

Friday 12 July 2019, 9.30am in the Parish Office. (Meeting slightly delayed due to Clerk's annual leave).

Chairman:

Date: