

**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  
5 April 2019, 9.30am

**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 7 March 2019**

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

**4. Matters Arising**

All matters taken to full Council, 21 March 2019. Clerk advised that D&BH in Bloom appear to have received authorisation from South Glos Council for the troughs/planters at the Welcome to Downend signs.

**NOTED. However, members still raised concerns about how a display at the Welcome to Downend sign by the Bromley Heath roundabout can be watered as this is considered to be a dangerous and inappropriate location.**

**5. Verification of bank reconciliation for all on-line bank accounts**

Clerk logged onto the 3 accounts held at Lloyds. Members reviewed the transactions, which were **NOTED.**

**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.**

Clerk outlined the mix-up with the recent cheque received from Mangotsfield Utd. A replacement cheque has been issued and paid into the Parish Council's account in settlement of the outstanding invoice. **NOTED.**

**6. Disaster Recovery procedures**

In May 2018 Council agreed a course of action in case of the incapacity of the Clerk. It has also become apparent that there are numerous passwords that would be needed to access documentation, in addition to next of kin details for the Clerk.

**AGREED to share a Drive folder with Chair and Vice Chair of the Council which will incorporate contact details for next of kin.**

**AGREED with effect from May to ensure use of Insightly and Google calendar.**

**AGREED to provide the Chair of the Parish Council with a set of keys to the cabinets within the office.**

**NOTED that bank account signatories will be subject to review after the elections.**

**7. External Audit: Section 1 – Annual Governance Statement 2018/19**

All members were provided with a copy of Section 1 of the Annual Governance and Accountability Return (AGAR) – the Annual Governance Statement 2018/19. Each question was looked into and a response of Yes agreed to questions 1-8. Question 9 not applicable.

Clerk advised that the Internal Auditor would be carrying out the year end inspection on Friday 12 April. **NOTED.**

**8. Localism / Sports Pitches**

- a) **Quotations received for footpath options** – In addition to the cost from SGC, two further quotations have been sought from Prestige Grounds and Chris Belcher, as follows:
- Option 1** - Footpath across the playing field underneath the tree canopy using a cellweb geogrid system, and a stone dust finish with timber edgings, approx. 60m long
  - Option 2** - Footpath across the playing field incorporating a 'dog leg' design, but avoiding tree canopy and incorporating a stone dust finish time timber edgings, approx. 62m long
  - Option 3** - Works to regrade and repair footpath using type 1 and stone dust located between playing fields and lane at rear of Bury Hill View, approx 260m long

Quote from South Gloucestershire Council	(1) £17,092.77
	(2) £14,329.20
	(3) £18,866.23
Quote from Chris Belcher	(1) £4,592.00
	(2) £2,986.00
	(3) £3,562.00
Quote from Prestige Grounds	Awaited in writing but initial conversations suggest a cost slightly less than SGC.

**AGREED in principle to proceed with the footpath works with Chris Belcher, subject to receipt of the third quotation from Prestige Grounds and approval by a meeting of Full Council.**

**AGREED to make contact with the Chair of Friends of Bromley Heath Park to establish the preferred option 1 or 2 in relation to the new footpath. Once the selected path is known, Landlords Consent will need to be obtained.**

**AGREED to seek a quotation from Chris Belcher for a pathway in the open space on the corner of Quakers Road / Oakdale Road.**

- b) **Invoicing** – The internal auditor requested that all football teams are invoiced prior to year-end. As such, this brings about the need for the clubs to be invoiced three times a year – November, financial year end and end of the season.

**AGREED to amend the Regulations in this respect.**

- c) **Swift Sports Coaching** – This company have approached the Council to offer sporting opportunities to the local community for children in the parish. They have worked with Dodington Parish on a similar venture, delivering football fun days and sport event days for primary aged children using allocated funding from the parish, offering these events to all children and free of charge to parents and carers. Clerk has contacted Dodington to explore this in more detail. The cost to Dodington is in the region of £5000 per year which they budget for and consider it is good value for money with approximately 60 children attending each session.

Members raised concern in relation to other sport providers who have working relationships with the local schools. However, the opportunity was **noted** and will be held on file for the foreseeable future.

- d) **Bin emptying, Prestige Grounds** – In view of the newly installed litter/dog bins by the Parish Council, there are additional bins for Prestige to empty and the weight is also considerably more. As such, this will be reflected in the ongoing invoices received from Prestige. This will, of course, be offset against the reduced localism charges when calculated by SGC. Prestige currently charge £100 per bin to empty. This will remain the same but the Parish Council will need to pay for the large blue bin in full. **NOTED AND AGREED.**
- e) **Use of roller for cricket** – The new roller is proving invaluable to the user groups and Prestige Grounds. However, the roller requires fuel. Clerk asked members how this should be monitored, ie, not having any fuel left on the premises, leaving the roller full of fuel after each use etc...

**AGREED to update the formal Regulations to incorporate an item on the use of the roller:-**

- **If filling the roller with fuel on site, the fuel can should be stored in a locked vehicle and not within the pavilion.**
- **The roller should be left full of fuel after each use.**
- **Updated Regulations will be distributed to the appropriate user groups stating that by continuing to use the facilities will be deemed as accepting these changes.**

## **9. Planting at King George V Playing Fields**

Council Minutes, November 2018 (169.9iv refers) stated that the Friends of Badminton Road and King George V Playing Fields have been liaising with Landcare to plant trees at King George V. Council agreed that the work should be invoiced to the Parish Council which was estimated to be in the region of £1500. Invoice has now been received at £1,607.64. A donation towards this cost will be provided by the Friends Group.

**AGREED to accept the total net amount of £1,607.64 exc. VAT. The Friends Group will be providing a donation towards this project.**

**10. Avon Pension Fund – Contribution Rates & Deficit 2019/20**

The Avon Pension Fund have agreed the deficit recovery payment at £490 for 2019/20. The revised employer contribution rate for the year is set at 16.8%. Employee contribution rate 6.8%.

**NOTED.**

**AGREED that the deficit contribution will be paid in one lump sum with April's monthly contribution.**

**11 Payments for authorisation**

Clerk requested authority to settle all invoices throughout April, which will be reported back to Full Council at May's meeting. **AGREED.** Invoices received to date were signed by Cllr Biggin and Cllr Burton and duly authorised for payment.

**12. Any other business**

- Clerk attended a meeting with all those involved with the party wall at King George V. Due to the use of refuse wagons in the car park, a highway loading would need to be considered for the wall. However, if the bin store could be moved (insurance implications to be explored), then Building Control would consider this to be a garden wall which requires a lesser loading. There is potential for a 1m high retaining wall with sloping landscaping at a 1:3 gradient. ASB climbing fence is of concern and needs to be included in the design process. The shared boundary with neighbouring properties is a high priority. This work is ready to tender and is desired to be actioned immediately. The playing field wall is of less concern and may take longer to resolve. There is potential for 4 party wall agreements. A planning application for the main wall will be needed.

It is hoped to have confirmation on the exact situation regarding the party walls from Land Registry as this will be key to shaping talks going forward. Since the meeting SGC have indicated a concern that if there is an embankment or gabion basket on public open space then that creates a liability and maintenance requirement on SGC / D&BH PC forever. This will need further discussion, but fundamentally it is needed to ascertain if SGC actually have a party wall or whether it is solely with Cleeve Lodge.

- Cllr Biggin reported an incident at the bottom of Crescent Road, Downend, which will be taken forward with officers at SGC.

**13. Date and time of next meeting**

Next meeting date to be arranged following formation of the new Committee after the elections.

**Chairman:**

**Date:**