

**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  
12 July 2019, 9.30am

**Present:**

**Committee members:-** Councillors Janet Biggin, Colin Ogden, Matt Pitts and Raj Sood.

**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 Sheila Ottewell.

**2. Requests for Dispensations**

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

**3. Confirmation of Minutes of Meeting held 24 May 2019**

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

**4. Matters Arising**

Page 2 - It was suggested that an audit of In Bloom's accounts will be requested at 6 monthly intervals.  
**AGREED.**

Page 3 - CCTV - No further news on funding received from South Glos. Council.

Page 4 - Chair for Parish office - £200 was ratified at full Council. Ergochair Ltd in Yate has agreed to provide a chair which will be charged at a minimal amount so that the remaining funds can be put towards another defibrillator.

**AGREED. Chair and invoice awaited.**

Reinstatement works for the Tommy silhouette - SGC have provided a quotation to remove the baseplate and foundation and reinstate with a sub base and paving slabs on the North Road/Downend Road roundabout at a cost of £647.55 exc VAT. However, members of In Bloom called into the office with the base plate and have confirmed that they can make the area flat by using cement. This will be carried out free of charge.

*Post Meeting Note - Visit to the office by Martin Cox, SGC. He will report the above back to Dan Marchant, SGC, and will confirm the way forward with the Parish Clerk. **Noted.***

## 5. Review of Terms of Reference

The Terms of Reference agreed in 2018 were reviewed and ratified without change.

**AGREED to readopt the Terms of Reference for the Finance & General Purposes Committee with a further review in 12 months time.**

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

After discussion,

**AGREED to ask Cllr Ottewell to review the accounts prior to the next meeting.**

## 7. SLCC Training

Clerk had booked training with the Society of Local Council Clerks. Unfortunately, this has had to be cancelled due to low numbers so no payment required. Cllr Phil Abbott will be attending the 'Good Councillor Course' which is being split with Emersons Green, Sodbury, Yate and Dodington Town/Parish Councils. It is expected that this will cost between £20-£30 per councillor. **AGREED.**

## 8. Grant applications received

- (i) **St Peter's Hospice** request a donation £400 towards the cost of Alaris Pumps which are specialised equipment. A pump allows patients to safely receive blood transfusions.

**AGREED to provide a donation of £400 to St Peter's Hospice, as requested.**

## 9. Localism / Sports Pitches

- (i) **Identification of litter bins at Bromley Heath Playing Fields** – Cllr Phil Abbott has agreed to implement this project. Costs incurred will just be for some printing. Proposal to be taken to Full Council. A suggestion was made for cigarette stubbers to be added to the bins. **Noted.**
- (ii) **Quotation from Prestige Grounds to cut back grass** – A lot of the pathways throughout King George V Playing Fields are becoming overgrown by the grass, which needs cutting back. Prestige Grounds have been requested to provide a quotation to spray the edge of the path behind Cleeve Lodge Close from the fence to the corner and then take off the turf back to the edge once it has died back, which is awaited.
- (iii) **Quotation for path repairs at King George V Playing Fields** - Members were shown photographs of the path behind Cleeve Lodge Close at King George V Playing Fields which is in a poor state and needs repair/resurfacing. In addition, there is a narrow furrow by the zip wire. In view of our Health & Safety obligations, quotations have been requested to implement tarmac works to rectify these issues. To date, quotes have been received as follows:-

- Chris Belcher	£1950.00 exc VAT
- South Gloucestershire Council	£1124.74 exc VAT
- Green Trees Surfacing Ltd	Quotation awaited

**AGREED to await the quotation from Prestige Grounds to cut back the grass as this job will have to be carried out first.**

**AGREED to await the third costing from green Trees Surfacing before making a final decision on the contractor to use.**

**AGREED to advise Community Spaces (SGC).**

- (iv) **Business Rates, Goodman Nash** – Clerk circulated an email from Goodman Nash in relation to the possible recovery of business rates dating back two years for the Bromley Heath pavilion. Clerk confirmed that due to initial scepticism, she had been in contact with Dodington Parish Council who used this company themselves. Dodington confirmed that they received a substantial refund and now pay zero rates. The money came through in a timely manner and they paid Goodman Nash 30-35% of monies returned. Discussions ensued.

**AGREED to further discuss with ALCA and obtain their advice in the first instance.**

Additional Localism / Sports Pitches matters:

TICKS - Clerk reported someone having been bitten by a Tick, apparently at King George V Playing Fields. Clerk has discussed this with Prestige who confirm that there is nothing that can be done or sprayed to prevent this. **Noted.**

SYNTHETIC PITCH REFURBISHMENT, DOWNEND SCHOOL - In April, D&BH PC agreed access options through the playing fields with the contractor carrying out this project. However, a date for commencement of the work has never been provided. The contractors arrived to commence work on 8 July without our knowledge. As they were unable to gain access, they cut the padlocks to both gate entrances at Sutherland Avenue. Clerk has had to order additional padlocks which will be recharged at the price paid, £54.97 each, exc VAT. **Noted.**

The Parish Council's insurers have been advised and the Clerk has written to Downend School expressing our disappointment, to which a telephone call of apology has been received, noting that this was an oversight by CSET. In addition, due to the lateness of the commencement of this project, it may have an impact on football matches at the start of the season. Friendlies have already had to be cancelled.

ENTRANCE GATES, SUTHERLAND AVENUE - Discussions took place about the gates as In Bloom have suggested that they may actually have been left open when the travellers got onto the playing fields. However, it was

**AGREED to continue with the repair works due to the minimal charge involved.**

NSG CALLOUT - As agreed, Clerk has invoiced Downend Flyers for the call out by NSG on 5 May to open the gates at Bromley Heath Playing Fields. It transpires that the parents had told the security group NOT to attend, but they did anyway due to receiving a call. As such, Downend Flyers feel that the invoice is unfair.

**AGREED to waive the invoice to Downend Flyers for £32.50 on this occasion.**

BIKEABILITY - SGC has contacted the clerk as they wish to use Bromley Heath Park for South Gloucestershire Bikeability Training (specifically the tennis courts). Clerk asked members whether or not a charge should be made for this.

**AGREED that no charge will be made. Clerk confirmed that the bookings had been logged on OpenPlay.**

**AGREED that signage should be put up the week before the course commences.**

CHARGES FOR USE OF PLAYING FIELDS - Clerk confirmed that OpenPlay had been updated to reflect the price increases agreed for football. Cricket will be updated once the clubs have been invoiced for the current year. The charges for both tennis and events were debated and it was

**AGREED that these charges should remain as existing.**

#### **10. Payment of Accounts**

Office 365 is due to renew on the parish laptop during July. Clerk suggested that this is cancelled in view of the use of Google applications.

**AGREED that this should remain as the cost is negligible.**

Clerk sought agreement from members to settle any invoices for payment during August, which will be reported back to full Council in September.

**AGREED that the Clerk settles invoices for payment, as detailed.**

Two invoices have been paid directly being Xero £26.40 and Google £57.96. Two six monthly water services bills have been received for Bromley Heath pavilion (£30.84) and Badminton Road (£330.33). In view of the timescales for payment,

**AGREED to authorise immediate payment.**

#### **11. Any other business**

- Defibrillator at Downend Folk House Association - The Secretary of DFHA has advised that they may be getting a defib from the Downend and Fishponds Rotary Club. **Noted.**
- Clerk reported that there had been a bank charge of £7.65 for the Insightly payment, which was **noted.**
- Christmas lighting - following a request from D&BH in Bloom to have the lighting in the trees turned on, Clerk contacted SGC. It appears that the catenary cables attached to the lighting columns should have been taken down after Christmas as this causes too much load on the lighting columns. Without taking them down means the lights become a permanent installation and involves other implications as the lighting columns were not designed for this type of use.

Blachere Illumination advise that removal of the power cables and cat wires is possible with them being placed securely in the trees. The cables would be left in a way that they will be easy

to install again at Christmas. However, this will involve a cost of £1485 plus VAT and will obviously mean that the lights cannot be switched on at different times of the year, despite the lights remaining in the trees themselves.

**AGREED to request an additional quotation from South Glos Council to implement the work, as detailed, so an informed decision may be made.**

Avon Pension Fund - Consultation on draft Funding Strategy Statement - Email circulated to members which was **noted. D&BH PC considers it has covered the requirements of the Avon Pension Fund.**

Clerk will investigate adding an additional signatory to the current Bank Mandate. **Noted.**

Cllr Biggin outlined events and meetings attended.

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

Friday 30 August 2019, 9.30am in the Parish Office.

**Chairman:**

**Date:**