

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

MEETING HELD AT

Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
5 February 2020, 1.30pm

**Present:**

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

**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 Pitts and Cllr Sood.

**2. Request for Dispensations**

Cllr Colin Ogden in relation to Bromley Heath Park and Downend Men in Sheds.

**3. Confirmation of Minutes of Meeting held 8 January 2020**

Having already been taken to Full Council, the Minutes were **AGREED** as a true and accurate record, and signed by the Chair.

**4. Matters Arising**

Page 4 – Local Council Award Scheme – Clerk is making inroads into completing the reaccreditation. All information will need to be ratified by a meeting of the Full Council.

Page 4 – nothing further heard to date from the Christmas Singalong group about an event in 2020.

Page 4 – Clerk has met with the Thornbury Christmas Lighting group. The next step will be to chase SGC to provide costs for individual power supplies and/or approach the shopkeepers for their consent. At the appropriate time, the Parish Council's insurers will be informed and the necessary legalities put in place.

**5. Website Accessibility – quotations for perusal**

Members were provided with quotations for a new website and a quote to update the existing, in line with the new Website Accessibility Regulations coming into force in September.

WA Designs	£977.98
Aubergine (via SLCC)	£1995
Daisy Designs (upgrade to existing site)	£540

After discussions it was

**AGREED in principle to accept the quotation from Daisy Designs to ensure the existing website conforms with the new legislation.**

**AGREED that a new website should be considered in the future but at a time when the Council is looking to enhance the site, rather than trying to fit in with deadlines associated with the new Regulations. As such,**

**AGREED to proceed with the Skype call to WA Designs to find out more about the services offered.**

## **6. Localism / Sports Pitches**

GATES - Photographs of the newly installed gates at the Sutherland Avenue entrance to the playing fields had been circulated to members. Security is paramount and a padlock is needed that cannot be cut with bolt cutters. Clerk is liaising with Prestige Grounds and Dodington Parish Council to ascertain the best course of action.

**NOTED - Cllr Oden offered to approach Avon Lock and Key, Fishponds.**

**NOTED that a representative from In Bloom asked the gate installers to weld the lock on to a chain and then weld that to the gate to ensure it is not removed, without seeking permission from the Parish Council.**

FUNDING APPLICATION - The consultant awaits a response from the Football Foundation regarding the number of changing rooms for the new pavilion. In the meantime, a project cost sheet has been provided to the Parish Council based upon costs shared to date. D&BH PC is asked if an amount has been agreed by the Parish Council towards the cost of the project, and the usage of the facility was shown to members.

**AGREED to further discuss at the next meeting of the Full Council before a response is made.**

**6.1 Request from SGC to carry out repairs at Badminton Road Playing Fields – SGC** Community Spaces have contacted D&BH PC requesting work is implemented at the Badminton Road/King George V Playing Fields following the damage sustained in 2019 whilst providing access to Downend School. Clerk has met on site with SGC to explore options and replies are awaited from their arboriculture and drainage teams. Chris Belcher has also agreed to provide quotations.

**6.2 Broken fence at King George V Playing Fields –** South Gloucestershire Council has agreed to split the cost of these works 50:50 as part is attributable to the land on the cemetery side. Two quotations have been received for the work to date from:

Wyatt & Sons Fencing Ltd	£1751.36
Chris Belcher	£1886.00

**6.3 Additional quotations requested from Chris Belcher –** In view of the complaint from SGC (outlined in 6.1), Clerk has met on site and requested quotations to  
(i) Prepare and dig out the area affected by the trackway which was used to access Downend School, supply topsoil and remove sand - £732 (+ additional £1788 to turf)  
(ii) prepare and install a turning area at the pinch point of the fields to help with vehicular movement and drainage (agreement will need to be sought from SGC) - £800

Quotation from Prestige Grounds to turf the trackway area - £1,600.

**6.4 Proposal to use C Belcher for immediate works at playing fields following recent tender process** – Clerk confirmed that the formal request for 3 quotations had recently been actioned in respect of the footpath works at Bromley Heath, which was undertaken by C R Belcher. As such, members considered whether to appoint Chris Belcher to undertake the works as detailed in 6.2 & 6.3 above. Although a site meeting has taken place with SGC and quotations requested (see 6.1), these are yet to be received.

Taking all the above into consideration,

**AGREED to accept the quotations from C R Belcher, all as detailed above, to undertake**

- **fencing works at King George V Playing fields for the sum of** £1,886
- **preparation of ground at Badminton Road Playing Fields for turf, supply topsoil and remove sand** £732
- **works at pinch point at King George V to dig out, lay type one base course stone, lay geotextile sheeting, compact surface area to be 4m from triangle path, finish with turf top, landscape soil into bank side** £800

**AGREED to accept the quotation from Prestige Grounds to turf the affected area, for the sum of** £1,600

**6.5 Update on meeting re. Football Foundation application for funding** – Cllrs Biggin, Burton and Ottewell and the Parish Clerk met with the consultant in an attempt to progress the application to the Football Foundation (FF). The FF needs justification that the pavilion should be a 4 changing room facility as opposed to 2. Figures have been obtained from Portable Building Sales to remove 2 such changing rooms, which brings a cost saving of £87,460.

## **7. Training Opportunities**

**7.1 Skills for Chairmen** – Cllr Baker has requested attendance on this ALCA course. Cost £40. **AGREED.**

**7.2 GDPR analysis** – The Optimum Speciality Risks (OSR) policy entitles D&BH PC to GDPR Gap Analysis and a one hour consultation. **NOTED.**

**7.3 Cyber & Data Awareness training** – OSR provides modular based e-learning. There is no limit to the number of users who can be registered for the training and dependant on knowledge and ability it should take between 4-10 hours to complete all the modules.

**AGREED to ascertain the number of members interested before signing up to this e-learning.**

## **8. HSBC bank account**

Clerk has now made a formal complaint to HSBC. Following an appointment with an advisor at the Cabot Circus branch to ensure that the account was operating correctly with the new signatories, HSBC have now sent another form for completion explaining that what had been

implemented was incorrect. A credit of £300 has been made to the Parish Council's account in compensation. A food hamper and wine has been delivered to the Parish Clerk.

**RECOMMENDED by F&GP that the food and wine should be given to the Parish Clerk.**

**9. Parkinson Partnership Letter of Engagement**

Clerk set out the formal Letter of Engagement to request VAT advice in relation to the new pavilion.

**AGREED that the Clerk signs and returns the completed document.**

**10. Request for litter bin – bus stop at Downend Road / Christchurch Avenue**

Clerk has requested the cost of a litter bin at the above location due to the constant amount of rubbish reported. SGC has quoted £448 to supply and install a bin.

**AGREED to proceed.**

**11. Payments for authorisation**

Payments due were authorised to be paid. A full list will be provided at Full Council on 20 February.

**12. Any other business**

ALCA are requesting old editions of books that are not used by Clerks any more to be handed on to smaller councils with a low precept, or to their CiLCA students. Clerk outlined that the 10<sup>th</sup> edition of Charles Arnold Baker could be passed on and enquired if this could be given for free or if a cost should be levied.

**AGREED not to charge for the old edition of Local Council Administration.**

Quarterly VAT Return has been completed. £4819.24 is due back from HMRC. **Noted.**

Cllr Ottewell requested a copy of the most recent Special Expenses figures.

Cllr Biggin enlightened members on local meetings she has attended and the topics discussed.

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

Thursday 5th March, 10am in the Parish Office.

**Chairman:**

**Date:**