

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

MEETING HELD ON

7 April 2022, 10am at the Parish Office, Downend Library

Present:

Committee members: - Councillors Colin Ogden, Sheila Ottewell (Chair for the meeting) and Matt Pitts.

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 Janet Biggin and Cllr Raj Sood.

2. Request for Dispensations

Received from Cllr Colin Ogden; Downend Men in Sheds.

3. Confirmation of Minutes of Meeting held 3 March 2022

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

4. Matters Arising

(9) The Downend war memorial cleaning will be implemented in the coming weeks.

5. Grant applications received

DOWNEND COLTS SHORT MAT BOWLS CLUB request a donation towards a replacement indoor bowls mat priced at £800. The group is primarily senior citizens, and some members are physically impaired.

AGREED to award £500.

ST AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL want to hold several Community Action Days. An in-depth report has been provided and the amount required to complete the project is £550.

AGREED to award £500 towards paint and brushes, which will be ordered by the Parish Council.

DOWNEND MEN IN SHEDS request a donation towards the provision of a second shipping container at Bromley Heath Playing Fields, alongside the one currently used by the group. Total cost of the project is estimated to be in the region of £3,500. Clerk explained that the existing container was sited after receiving Landlord's Consent from South Gloucestershire Council.

NOTED - Clerk has once again contacted SGC for an additional Consent, which is awaited.

NOTED that Downend & Bromley Heath in Bloom will require two shipping containers for their new site at Downend School, as the existing facilities at Badminton Road Playing Fields will not survive any movement.

AGREED in principle, subject to Landlord's Consent, to awarding £2,500 for an additional container. Container to be clad in wood etc, all as per the existing.

6. New Pavilion Project:

a) Fee proposal for landscaping of site in accordance with Planning Conditions – A fee proposal was circulated to members from New Enclosure outlining costs as follows:

- Tree Protection Plan (suitable to clear condition 3)	£540
- Landscape Plan (suitable to clear condition 4, with reference made to Conditions 5, 8 and 10)	£975
- Undercover cycle parking (suitable to clear condition 9)	<u>£325</u>
	£1840

AGREED to accept the fee proposal from New Enclosure, as detailed above.

Fee proposal for preparation, submission and monitoring of the application for the discharge of conditions from Cerda Planning Limited – Members acknowledged the costs associated with this project.

AGREED to accept the fee proposal from Cerda Planning at £800.

b) Clearance of area at Downend School for siting D&BH in Bloom shipping containers – In order to clear the parking area in front of the KGV pavilion, a new site has been found for use by In Bloom. The site, to the rear of Downend School, is vastly overgrown with brambles. Prestige Grounds have quoted a cost of £600 per day for two people and a chipper.

AGREED to authorise up to two days work initially and then see what progress has been made.

7. Maintenance contract for Christmas lighting

Three companies have been approached to provide a maintenance contract, being Rygol, Ron Clark Electrical and CT Electrical. After studying the various options, the working group suggest that the cost from Rygol is accepted at £800. It is also proposed to accept the quotation from CT Electrical for any call out charges (attendance within 4 hours £100; 24 hours £70; 48 hours £50. Hourly rate will be charged at £50/hour).

RESOLVED to accept the quotation from Rygol at £800 which includes for inspecting the LED lighting and catenaries, inspection of all the festoon lighting, replacing faulty lamps etc.

RESOLVED to accept the quotation from CT Electrical for any call out charges.

NOTED that the above costs should not form part of the Christmas budget as this will cater for the purchase of new lighting and holding a Christmas event etc.

Clerk outlined that the festoon lighting between Mokka and Kustom Flooring needs to be removed for works to the side elevation of the Kustom building. Rygol have been approached to provide a cost for this, as the lights are still under guarantee with this company.

AGREED that the associated costs should be made known to the company who have made the enquiry.

8. Siting of shipping containers – Downend Library and Bromley Heath

As detailed in 6b above, Downend School have given their permission to site two shipping containers for DBH in Bloom on their own land.

An additional storage container is required to the side of Downend Library for Parish Council storage. Martin Burton, who heads up Library Services is agreeable in principle to the proposal at Downend Library, provided it does not interfere with the service, is safe and secure and subject to agreeing occupational details/costs etc. However, Property Services suggest that a planning permission enquiry form may have to be completed to ascertain whether a formal planning application should be progressed. This comes at a cost of £126.80 per application.

AGREED that in the first instance SGC Councillors make enquiries as to whether this is in fact required, as the container is a temporary structure, and such a facility has been sited at this location in the past.

NOTED that there is a suitable container on Marketplace for sale at £1600.

In respect of a container for Men in Sheds, it should be noted that no planning application was sought for the original container at Bromley Heath, merely Landlords Consent.

9. Storage of Christmas lighting in Parish Office

Many plastic boxes would be advantageous in the office for storage, in particular the Christmas lighting. The most cost-effective solution appears to be from Ikea whose large boxes, with lids, can be purchased for £10.

AGREED to purchase 12 boxes from Ikea for delivery to the Parish Office.

10. Training for VAT registered councils

Clerk provided details of a VAT course with the Parkinson Partnership at a cost of £30.

AGREED to make payment when the invoice is received.

11. Chairman's allowances

The awarding of a Chairman's allowance was discussed by Full Council. After further research, it appears that Councils can give a Chairman's allowance, but it would be unlawful to use it for things the council does not have the power to do. S.15 (5) of the Local Government Act 1972 enables the council to pay its Chairman for the purpose of enabling him/her to carry out his/her

duties by meeting their personal expenses, an amount they consider reasonable. This is currently done by several of the larger councils, ie, Dodington and Bradley Stoke, or in places where the Mayor has ceremonial duties.

AGREED not to award any Chairman's allowance at this time.

12. Payments for authorisation

A list of payments was explained to members.

AGREED to authorise all payments, which will be reported back to the next meeting of Full Council.

13. Any other business

Correspondence from Suez confirms a price increase across all services of 5%. **NOTED.**

Quotation received from Prestige Grounds for pitch improvement works. This was analysed by members.

AGREED to recommend to Full Council to accept the quotation for all works detailed, totalling £9,700.

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

Thursday 5 May at 10am in the Parish Office.

Chairman:

Date: