



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL-PURPOSE MEETING

Held on Tuesday, 14th July 2020 at 7pm at
Little Stoke Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

EMERGENCY PROCEDURE

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

Cllrs E Brown [Chair], K Cranney, M Brown, D Addison, D Pembury, P Reich, A Shore and Simon Waters.

In attendance was J Rendell [Parish Clerk] and five local residents.

		ACTION
1	Elect a Chair of the Finance & General-Purpose Committee The Parish Clerk, John Rendell asked Members to nominate a Chair for the forthcoming year. The outgoing Chair, Councillor Ernie Brown stated that he did not want to be considered due to being elected Chair of Council. Councillor Ernie Brown proposed Councillor Dave Addison to Chair the Finance & General-Purpose Committee, seconded by Councillor Keith Cranney, proposal carried.	
2	Welcome and apologies for absence. The Parish Clerk, John Rendell welcomed all present to the meeting. Apologies were received from Councillors Brian Allinson, Jenny James,	

	Matt Lavis and David Beesley.	
3	<p>To receive notification of any member’s personal or prejudicial interest.</p> <p>Councillor Ernie Brown declared his membership of the South Gloucestershire Council Planning Committee. Councillor Dave Addison declared he was Chair of the Stoke Gifford Trust Committee. Councillor Keith Cranney advised he was a member of the South Gloucestershire Council Regulatory Committee.</p>	
4	<p>Applications for Dispensations by Councillors.</p> <p>None.</p>	
5	<p>PUBLIC SESSION [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – 5 residents were in attendance.</p> <p>A local resident was concerned about the recent Internal Audit and initial results. The Parish Clerk explained that due to the COVID-19 pandemic the audit process proved difficult with many documents being missed when sent to SGC Auditor remotely. All initial items were missing from early in the calendar year. Requested documents have been received and Internal Audit approved and passed.</p>	Clerk
6	<p>To note the expenditure and general accounts for May 2020.</p> <p>The Clerk tabled financial correspondence for May 2020 which included payments totalling £74,139.09 for the Co-operative general account, with a cash book balance of £80,868.41. Expenditure for the Stokes Youth Centre was £9,557.98 with a cash book balance of £18,052.06.</p> <p>Council noted the expenditure and bank balances for all accounts for May 2020 which were unanimously approved and proposed by Councillor Keith Cranney, seconded by Councillor David Addison.</p>	
7	<p>To receive recommendations from Parish Council Committees relating to expenditure across the Parish of Stoke Gifford.</p> <p>None.</p>	
8	<p>Update on Highbrook Community Centre.</p> <p>Parish Clerk informed members various meetings have been held with South Glos Council Property Services looking at the design and build of</p>	Clerk

	<p>the Community Centre, and the services and day to day operation of the build. Councillor Dave Addison talked about the Parish requirements of having state of the art services in place (heating and electrics) to ensure that running costs are kept to a minimum. Should Council take on the management of the Building they would expect a loss Year 1 but then to break even from Year 2. A business case is being drawn up to be presented to South Glos Council Property Services.</p>	
9	<p>To approve BMX track (SGC funded)</p> <p>Parish Clerk informed members the office has now received three tender packs from specialist wheel-based sports companies to update the BMX facility. The Parish has received S106 funding from SGC and hope to carry out the work before the end of the calendar year. See appendix A the report. Following discussion Councillor Ernie Brown proposed to go with C&K Contractors for a cost of £54,375.00, seconded by Councillor Simon Waters, carried unanimously.</p>	Clerk
10	<p>To approve replacement Play area facility, Meade Park (CIL funded)</p> <p>Parish Clerk informed members the play equipment at Meade Park is very dated and showing big signs of wear and tear. Funding has been obtained by the Office (through SGC CIL) to replace the equipment and funds already received. The Clerk produced a report showing three quotations have been received including designs and costs. See appendix B.</p> <p>Following discussion Councillor Ernie Brown proposed to go with Pentagon Play and for the Clerk to look into the treatment of the new equipment going forward, seconded by Councillor Simon Waters, carried unanimously.</p>	Clerk
11	<p>To approve replacement sports equipment, sports fields (SGC funded)</p> <p>Funding has been sourced to replace the Rugby and Football posts at the Little Stoke playing fields. The equipment is many years old and in need of replacing. Three quotes have been obtained (See appendix C) followed by a report by the Parish Clerk.</p> <p>Following discussion, Councillor Mike Brown proposed to go with Doug Hillard Sports, seconded by Councillor Pauline Reich, carried unanimously.</p>	Clerk
12	<p>To agree on the takeover of New Road Play area equipment (SGC funded)</p> <p>Parish Clerk was contacted by SGC as they are holding back a sum of money paid by Network Rail following recent works in the area, to see if the Parish Council will take over the management of the site and the money to go towards a new play facility which has been identified as a requirement in the area. SGC will journal the money to the Parish to be</p>	Clerk

	<p>used in part for the capital investment of consulting, design, purchase and installation of a new junior play facility. Members were keen to ensure we consult the local residents before any installation. Following discussion Councillor Ernie Brown proposed to take on the project as the play facility has already been identified as a requirement for the area, seconded by Councillor Pauline Reich, carried unanimously.</p>	
13	<p>CONFIDENTIAL ITEMS</p> <p>To resolve, by the nature of the sensitivity of items to exclude the press and public [<i>Public Bodies Admissions to Meeting</i>].</p> <p>Councillor Ernie Brown noted that the six month probation period following John Rendell's appointment as Parish Clerk had concluded and that, as the Clerk had successfully taken on all the duties of the post and performed them to a high standard a review of salary was appropriate. It was felt that the demonstrated performance justified an increase from the starting (probationary) level. Councillor Ernie Brown proposed an increase (of £2,000 per annum) which was seconded by Councillor Simon Waters and unanimously approved</p>	

Meeting closed 21:20.

Signed ____ Dave Addison _____
D Addison (Chair)
On behalf of Stoke Gifford Parish Council

Date ____ 8 Dec 2020 _____

Appendix A.



BMX track improvements

South Glos Council have funded the Parish Council £55,641 for the improvements to the BMX track. The facility is extremely popular with local residents ranging from all ages and all small wheel-based sports, scooters skateboards and BMX bikes.

As well as Parish Council policy it is part of the SGC Grant Application policy to submit three quotes and the tenders received are below:

Quote 1- C & K Contractors = £54,375.00

Quote 2 -Stay Strong = £59,745.00

Quote 3 – Rolling Studio = £62,000

All companies are specialist contractors in this field and have shown great interest sharing the enthusiasm we have in this project, which once built will provide such an excellent resource in the area.

C & K Contractors have visited the site many times tweaking the design and making the costs more efficient and impressed Officers to date. They designed a purpose-built track in 2012 used in the Olympics and I feel would be the best suited company for the council to provide this much needed improvement in the local area.

John Rendell.

Appendix B.

Meade Park Play Area replacement.

£26,289.09 funding approved by SGC CIL and received in Parish Council account.

The current play equipment is very old and showing signs of wear and tear. Council staff have been maintaining the equipment and making necessary repairs where possible, but the equipment is becoming unfit for purpose and has been recommended for replacement. The Parish Council has been awarded funding for this project and has received the funds for the works to take place asap.

The current play area at Meade Park:



Proposed new outlook:



As per council policy we have met with three specialist Play Area companies and have obtained three quotations.

Quote 1 – Pentagon Play Equipment = £26,340

Quote 2 – Play Quest = £26,910

Quote 3 – Creative Play = £29,703

Pentagon Play have tendered the most effective costs and I have worked with them before on previous projects. They are an excellent company based locally and provide an excellent play space design spec for us at Meade Park. A similar project has been recently completed locally which has transformed the local park and I am sure the local residents would welcome this superb new play facility.

John Rendell.

Appendix C.

Sports equipment at Little Stoke Playing Fields.

£11,230 Funding received from SGC to update sports equipment at Little Stoke Playing fields.

We have now received three quotes to replace two sets of 12 metre rugby posts including ground works and installation costs, and one set of football goal posts.

Quote 1 – Doug Hillard Sports = £10,223

Quote 2 – Fitness Sports = £10,948

Quote 3 – CJ Sports & Play = £11,365

Although the equipment itself is expensive a large part of the costs is due to the amount of ground works involved. Removal of existing posts, digging out concrete sections and soil, then installation of 10 cubic metres of concrete to cover 8 holes and install. Topsoil and turf to finish.

Installation of posts will be to RFU standards and guidelines. (3.5 feet underground level full of concrete)

3-5 days, access to field for JCB, cement mixer and large skips.

All current equipment is very old and has been identified as needing replacement asap. Doug Hillard Sports have provided the most efficient cost and can carry out the works immediately ensuring the work can be completed before the start of the new Rugby season.

John Rendell.