

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF A MEETING OF FINANCE&GOVERNANCE COMMITTEE HELD THURSDAY 13th NOVEMBER 2019 AT 7.30pm AT THE BROCKERIDGE CENTRE, WOODEND ROAD, FRAMPTON COTTERELL

PRESENT: S Walters (Chair), P Hockey, T Clark, A Allan, D Hockey

APOLOGIES: Cllr L Williams, S Tubey, P Halliday

IN ATTENDANCE: A Durn (Interim Clerk)

F&G.19.78 To receive and accept apologies for absence

The above apologies were received and accepted.

F&G.19.79 To receive any Declarations of Interest and Dispensations under the Localism Act 2011

None received.

F&G.19.80 To receive the Chair's announcements

There were no announcements

F&G.19.81 To approve the Minutes of the Finance and Governance Committee meeting of 24th October 2019

It was RESOLVED to agree to the Minutes of the 24th October 2019 as a true and correct record.

F&G.19.82 To note matters arising from the minutes and not covered by agenda items, for information only

There were none raised.

Cllr Hockey joined the meeting

F&G.19.83 To receive any submissions from members of the public

A member of the public circulated a report and talked through his objections to planning application P19/16076/F which included the drawings not being a true representation of the application, and his objections on how it would have a negative impact on his property. He said he would be putting his objections on the Planning Portal. The Council thanked him for his comments.

F&G.19.84 To receive submissions from Councillors

There were no reports submitted.

F&G.19.85 Accounts/Finance:

a. To note the finance reports and VAT return as at 30th September 2019

The Clerk asked Councillors to review the reports and to send queries to the Clerk and RFO. There was a discussion on training, and it was recommended that all Committee Councillors be trained in scrutinizing and signing off the accounts. A proposed schedule of Committee Councillors to check the monthly finances would be brought to the next Committee meeting.

b. To note the external audit report for 2018/19

The external audit report for 2018/19 was reviewed and noted.

It was RESOLVED to carry out the recommendation of completing the risk assessments as part of the annual financial cycle.

c. To agree to pay for training course on Playing Field Inspection for the representative from Beesmoor Road Playing Field Committee

It was RESOLVED to pay on a one-off basis with the understanding that future training for representatives of the Beesmoor Road Playing Fields Management Committee would be paid for by the Beesmoor Road Playing Fields Management Committee.

d. To agree to pay for the annual SLCC membership for the Clerk and Deputy Clerk for 2020 at a total cost of £493

I was RESOLVED to pay the SLCC annual membership fees for both the Clerk and the Deputy Clerk.

- e. **To review the Financial Regulations as per the NALC updated Model and agree adoption**
There was a discussion on parts of the Financial Regulations model.
It was RESOLVED to agree to adopt the updated Financial Regulations as per the NALC model.

F&G.19.86 To receive an update on the Events projects and agree actions

An update was given on the following events:

- a. Scarecrow Trail event which was thought to be successful. Ms King Smith attended and signed books. It was suggested that the event in 2020 could be combined with the Children in Need event.
- b. Christmas Lights Switch On 29th November 2019 at 5pm till 6.30pm. Posters have been circulated, there are competitions, the Christmas Tree has been ordered, the Minister for the Zion Church is organizing the music, and invitations have been sent.
- c. V E Day 8th May 2020. Needs to be discussed with other organisations.

F&G.19.87 Health and Safety

- a. **To review quotes and agree the contractor for drainage works at the Pavilion carpark**

The quotes were reviewed. There was a discussion on the merits of jet cleaning or sucking out the blockage, how often this is required, plus having a camera trace of the drainage pipes.
It was RESOLVED to agree to procuring Contractor 1 to carry out the works as the quote stated the blockage would be sucked out which was felt to be a lower risk.

- b. **To retrospectively approve electrical works at the Brockridge Centre as a result of a risk assessment**

It was RESOLVED to retrospectively approve the electrical works.

F&G.19.88 Planning:

- a. **To note feedback from South Gloucestershire Council**

Noted.

- b. **To review planning application and agree response:**

- i. **P19/15781/F Amberley, Heathcote Drive: Erection of single storey front extension to facilitate garage conversion**

It was RESOLVED to make no objection.

- ii. **P19/15854/CLP 40 Southview: Demolition of existing side extension and erection of new side extension to form additional living accommodation and side dormer**

It was RESOLVED to make no objection

- iii. **P19/16076/F 392 Church Road: Erection of front porch. Raising of roofline and installation of 1 no. rear dormer to facilitate creation of first floor and erection of single storey rear extension to form additional living accommodation**

It was RESOLVED to object: The plans indicate it is 2 storey but the application indicates it is a 1 storey extension. It contravenes Policy 8 of the Policy Sites and Places Plan. It has an unacceptable impact on neighbouring property, through being overbearing, loss of amenity, loss of privacy, loss of light, overshadowing. The Parish Council requests the application be subject to a site visit before it is determined.

- iv. **P19/14854/F The Firs, 23 The Causeway: Erection of 3 no. dwellings with access parking and associated works**

It was RESOLVED to object: It is a designated site for travelling show people and listed under Policy 22 of the Core Strategy.

- v. **P19/16172/O 145-147 Park Lane: Erection of 1 no. detached dwelling (outline) with all matters reserved**

It was RESOLVED to object: It is a sensitive site and should be in keeping with The Green Belt, Harris Barton, The Village Design Statement and the locally listed buildings.

- vi. **P19/16146/F Land between 101 and 107 Bristol Road: Erection of 1 no. detached dwelling with associated works**

It was RESOLVED to object: It is within the Green Belt and outside The Settlement Boundary. There is concern over safety of access.

It was RESOLVED to suspend Standing Orders to enable completion of the agenda.

- F&G.19.89** **EXEMPT ITEMS** Prior to consideration of the following agenda items, councilors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1. It was RESOLVED to agree to exclude the Press and public.
- F&G.19.90** **To discuss the Investments report and agree actions**
The report was reviewed and discussed.
It was RESOLVED to have ethical investments that helped combat climate change; for investments to have high quality rating, easy access, and be covered by the Financial Conduct Authority regulations. The Investments Strategy to be updated and brought back to Committee for review and adoption.
- F&G.19.91** **To receive the cost quotations from the Architect on alterations to Brockeridge Centre and agree actions**
The quotes were reviewed and discussed. Further quotes to be obtained to meet Financial Regulations requirements and brought back to Committee for review.
- F&G.19.92** **To note the planning enforcement actions**
The report was noted.
- F&G.19.93** **To note the date of the next Finance and Governance Committee meeting to be 15th January 2020**
The date was noted.

The meeting closed at 10pm