

Minutes of the On-Line, Extra Ordinary Meeting of Frampton Cotterell Parish Council
23rd April 2020 at 2.00pm

Present: Councillors Mrs Williams (*Chair*), Mrs Allan, Clark, Goodwin, Halliday, D. Hockey, P. Hockey, Walker and Mrs Walters

Apologies: Mrs Pennell, Susan Tubey

Also Present: K Jefferies (*Deputy Clerk*), Daisy Finniear (*Project Officer*) and Howard Giddens, GLDM (Project Manager)

FC.19.1669 Apologies for Absence

Apologies for absence were received and accepted from Cllrs Mrs Pennell and Susan Tubey

FC.19.1670 On-Line Meeting Procedures

The Project Officer explained that the meeting was being recorded but for Council records only. All participants will mute their microphones until invited to speak by the Chair. Invitation shall be by typing their initials in the chat box. Voting will take place by way of the Chair asking each member of the Council to state their vote.

FC.19.1671 Declarations of Interest and Dispensations

There were none.

FC.19.1672 Confirmation of the minutes of the Extra Ordinary Meeting of 20th March 2020

The Clerk had informed members that the minutes were not complete and would be tabled for the next meeting of the Council for approval.

FC.19.1673 To Receive submissions from the Public

There were none.

FC.19.1674 To Receive a report on Commemorating VE Day

Members agreed that whilst Covid-19 was making it impossible to hold the planned events to commemorate VE day that it was still important to mark the occasion and

RESOLVED: To plant a tree and site a bench underneath in commemoration. To issue a press release on the Councils' website that the occasion will be marked after the Covid-19 restrictions are lifted requesting parishioners' views on where it should be sited out of the following choices a)The Brockeridge Centre, b)The Centenary Field and c) The Park.

FC.19.1675 To approve the Steering Group Notes of 19th February 2nd April, and two meetings on 9th April 2020

It was **RESOLVED:** To approve the minutes of 19th February 2nd April and both meetings held on 9th April and all the recommendations/actions contained within.

FC.19.1676 Membership of the Drainage Project Steering Group

Members acknowledge the resignation of Cllr Walker from the group and took nomination from councillors that wished to join. Cllr Clark declared his interest to join the group and it was unanimously

RESOLVED: to accept Cllr Clark as Cllr Walkers replacement on the above Steering Group.

FC.19.1677 Howard Giddens, GLDM (Project Manager)

Mr Giddens explained that he is currently overseeing a large project, like the Councils' in Weston-Super-Mare and that he had experienced no problems during lockdown. Construction of this nature seemed to be relatively uninterrupted. He stated that all fencing that would be erected during the project would be zone specific to pitch layout, each zone would be worked on at any one time starting with zone D.

He explained that once the Council has made clear its procurement process, he would then finalise the tender documents. When all tenders have been received, he will produce a pre-qualification questionnaire and vet all applicants and in turn produce a full report to Council for approval of contractor.

The Chair thanked Mr Giddens for his attendance at the meeting.

Mr Giddens left the meeting.

RESOLVED That: The Public and press be excluded from the meeting to consider tender specification documents for the Drainage Project at The Park.

FC.19.1678 Drainage Project at The Park

The Deputy Clerk reported that planning advice had been sought for the installation of ducting for future proofing the ability to use temporary floodlights and it was confirmed that a full planning application would be required. Levels of Capital and Reserve should be set in order to submit the Project Management Plan to release the 106 funding for the project. Ownership of the ducting should be considered. Approval of the Rugby Club's request to move existing temporary portable floodlights to the first team pitch for training purposes during the work taking place. Nomination of a Councillor is required to open all tender documents when received with The Clerk.

It was unanimously **RESOLVED That:**

- The project is progressed by following the original timescales.
- Checks are made that the project falls within 'essential works' during covid-19
- Procurement process of the Council is followed
- A full planning application is submitted to South Gloucestershire Council for the installation of the ducting
- The Council funds the installation of the ducting and ensures future maintenance as and when required
- To grant full permission for the Rugby Club's usage of temporary portable floodlights on the first team pitch, during the project, ensuring that they are faced away from all houses that overlook the area.
- Cllr Halliday is appointed to join the Clerk in the opening of all Tenders.
- Reserves of £25,000 are set for the planned maintenance following the work within the project management plan, converting the remainder of reserves to capital, reporting this to the 106 officers at SGC via the PMP.
- The deputy clerk provides regular updates of the costings of the project
- Letters are sent to all clubs officially informing them of the level of reimbursement the council has granted towards further training/booking of pitches, and that the Council will not be liable to cover any costs incurred by the club for bookings which are cancelled for reasons associated to Covid-19.

FC.19.1679 To Approve recommendations of the VAT Advice from Steve Parkinson Partnership Recommendations

- **The council** should consider making an Option to Tax on the site (including the pavilion) to ensure VAT recovery on the project. This must cover the pitches to be improved, but it would be simpler to include the whole site, to avoid future confusion. It appears that the tennis courts also generate VAT-exempt income. The council may want to consider including these within the option to tax, to ensure that VAT can be reclaimed on surface replacement, which is usually required every 10-15 years.
- **The council** should not need to request HMRC's permission to opt to tax, as it appears to meet the conditions (specifically condition 3 of Section D, set out in paragraph 5.2 of VAT Notice 742A) for automatic permission. Once a formal decision has been made, it should be notified to HMRC within 30 days using form VAT1614A.
- **The council** should not reclaim any VAT relating to the project until it has had the option to tax confirmed by HMRC.
- **The council** should inform users of the facility that it will be making an option to tax and charging VAT on all future bookings.

It was **RESOLVED** with 7 councillors in favour and 1 abstention to approve the recommendations as listed above and call a Drainage Project Steering Group meeting as soon as practicably possible to explain the implications of the Councils' VAT position to all stakeholders.

FC.19.1680 Date of next Meeting

TBC

The Chair closed the meeting at 4.00 pm