

**FRAMPTON COTTERELL PARISH COUNCIL**  
MINUTES OF A REMOTE MEETING OF FINANCE AND GOVERNANCE COMMITTEE  
HELD THURSDAY 15<sup>th</sup> OCTOBER 2020 AT 7.30PM VIA THE ZOOM PLATFORM

**Present:** Councillors David Williams (*Chair*), Clark, D. Hockey, P. Hockey and Niblett

**Apologies:** Councillor Mrs Williams

**In Attendance:** Kim Jefferies (*Deputy Clerk*) and 1 Community Volunteer

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**F&G 19.123** **Apologies for Absence**

Apologies above were received and noted.

**F&G 19.124** **To Receive any Declarations of Interest and Dispensations under the Localism Act 2011**

None Received.

**F&G 19.125** **To Receive the Chair's Announcements**

The Chair welcomed everyone to the meeting and expressed hope to achieve the Committee's objectives. Thanks, were conveyed to the RFO for the recent financial training. He drew attention to the fact that the committee no longer has a vice chair and asked members to consider this appointment which would be tabled for the next Full Council meeting. Also, that the committee's terms of reference would be tabled for the next Full Council meeting as amendments were required to the composition, quorum, and frequency of meetings. He reported some general housekeeping to budget coding had taken place by the Deputy Clerk at his request and Councillors would receive an up-to-date income and expenditure report by email. He explained that the Council was about to start the budgeting process for 2021/22 with a deadline of 14<sup>th</sup> January 2021 to approve the precept.

**F&G 19.126** **To Approve the minutes of the Finance and Governance Committee Meeting 12<sup>th</sup> March**

Following a proposal by Cllr P Hockey, seconded by Cllr Clark it was **RESOLVED** to approve the minutes of 12<sup>th</sup> March 2020.

The Chair brought forward item *11i* and *ii* – Events to review progress on The Scarecrow Trail and Christmas to allow discussion following the submissions from the community volunteer.

**F&G 19.127** **To receive submissions by the Public**

The volunteer explained that the Scarecrow trail event was going well and that quite a few applications have been submitted. It is hoped that the event will take place outside of the Brokeridge Centre this year following all the latest government advice. A mobile caterer will be parked in the car park supplying refreshments provided by the Parish Council for all that attend. Printing costs and prizes will also be purchased by the Council in line with the council's financial orders. She reported that all risk assessments were in the pipeline and would be submitted to the office in the next couple of days and would include all entrance and exit points.

She reported that the Christmas event would run along the same lines, local businesses had been canvassed and had agreed to decorate their shop fronts and parishioners will be given the opportunity to decorate their homes and gardens. Like the Scarecrow trail, a map will be produced encouraging parishioners to walk the village and visit the displays and shops. The event will coincide with the switching on of the parish Christmas streetlights and lights at the centre on 30<sup>th</sup> November 2020.

Councillors thanked the volunteers for their hard work and wished them every success.

**F&G 19.128** **To receive submissions from Councillors**

There were none.

**F&G 19.129** **Matters of report arising from the minutes not otherwise included on the Agenda for information only**

There were none.

**F&G 19.130** **Sealing and Signing of Parish Council Documents**

The Deputy Clerk reported the following documents were yet to be signed:

- Contract between FCPC and FACE for youth services provision
- Agreements between FCPC and sports clubs
- Licence between FCPC and 2<sup>nd</sup> Frampton Cotterell Scout Group
- Direct Debit for Outsource H & S Services

Councillors **NOTED** that due to the pandemic outbreak the agreements and licence signing had been delayed and that the Contract with FACE and the Licence would be tabled for the next Youth Committee Meeting on 22<sup>nd</sup> October 2020 and the recent setting up of the DD for Outsource H&S contract.

**F&G 19.131** **Review of the finance reports for Quarter 2 – 2020/21**

Members were presented with the bank reconciliations, income, and expenditure for qtr. 2 and VAT submission. The Chair drew members attention to the underspend in Central costs and reported that it was due to the post of Caretaker not being filled. The knock-on effect was also reflected in the Pension **ers** budget. It was **RESOLVED:** to vire £2,200 from the Pension **ers** budget to the pension deficit budget to cover this year's deficit in the fund.

The Chair also drew attention to the underspend on both the Covid Resilience and the Covid Community Relief budgets and reported that the Council was in the process of purchasing chrome books for councillors to help with on-line meetings but that there was a delay with the order. It was **NOTED** that as the pandemic was still prevalent that applications for funding may still be received in the future.

The Chair reported on the underspend for the Ash die back survey and it was **RESOLVED:** To request the Clerk report back to the next Full Council on the status of this work.

Cllr Clark reported the expected underspend of £10,000 in the Youth Services budget. He agreed to make enquiries as to the current situation with the Frampton Cotterell and Coalpit Heath Covid 19 Support Group and with Steve Reed, Planning and Strategic Environment – SGC for information on electric vans and courses available.

**F&G 19.132** **Review and approval of Virements**

Referring to *min FC19.1733(r)* it was noted that the budget remaining was insufficient to cover the costs of placing a quarterly article in the Frome Valley Voice and it was **RESOLVED:** to vire funds from the Community Support budget.

Referring to *min FC19.1742* it was noted that the budget remaining was insufficient to cover the costs of the new Health and Safety contract with Outsource Safety and it was **RESOLVED:** to vire funds from the Caretaker Vehicle Maintenance budget.

Referring to *min FC19.1732(d)* and *FC19.1733* it was noted that the budget remaining was insufficient to cover the costs of fortnightly play equipment checks and **RESOLVED:** to vire funds from the Caretaker Vehicle Maintenance budget.

**F&G 19.133**

**To approve Council payments for July, August, and September**

Members were presented with a list of payments made between July and September and it was **RESOLVED:** to approve the payments and note that the Chair would perform the necessary checks against the bank as soon as he has been signed up to the bank mandate. It was **NOTED** that only two councillors remained on the mandate and this task had been difficult to fulfil.

**F&G 19.134 To Review applications for grant funding and award grants**

Members were presented with a grant application from Beesmoor Road Management Committee requesting £500 to replace a proportion of bark in the children's play area. It was **NOTED** that a grant of £2,850 had been awarded in March and

It was **RESOLVED**: That the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the expenditure of £500 which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure:-

**F&G 19.135 To note the Avon Local Councils Association subscription for 2021/22**

Members were presented with the subscription fees for ALCA £604.76 and for NALC £420.42 based on the parish electorate of 5,666. Cllr P Hockey raised concerns and requested the Council look further into other alternatives and it was **RESOLVED** That:

- The item is tabled for the next Full Council meeting for consideration as the deadline to renew is 31<sup>st</sup> March.
- Enquiries be made as to whether council can be a member of NALC without being a member of ALCA and report back.
- Enquiries be made with Staff how they feel about the service.
- ALCA be requested to provide details of the services it provides.

**F&G 19.136 Planning**

**To review planning applications and agree response:**

i **P20//18194/F 35 School Road:** Erection of 1 no. detached bungalow with access and associated works– It was **RESOLVED**: to **OBJECT** on the following grounds: Frampton Cotterell Parish Council wishes to object to this application on the grounds that it would constitute overdevelopment of the site. The assertion that the new dwelling would have 65.5 m<sup>2</sup> of private amenity space is not proven within the submitted documents. It is therefore also doubtful whether this application complies with PSP43. The parish council requests that the case officer clarifies whether that figure is for the rear garden alone or whether it includes land at the front of the proposed dwelling. Any land in front of the proposed dwelling would not provide adequate privacy. It should not be included in any calculation of the private amenity space for the new dwelling.

ii **P20/18048/F 10 Lower Stone Close:** Erection of first floor extension to shop to form 1 no. flat with associated works. Erection of single storey side extension to form enlarged ancillary annex (resubmission of P20/01315/F) – It was **RESOLVED**: To raise **NO OBJECTION**.

iii **P20/18521/F 2 Clyde Road:** Erection Of single storey rear extension to provide additional living accommodation – It was **RESOLVED**: To raise **NO OBJECTION**.

**F&G 19.137 To note feedback from South Gloucestershire Council**

There was no feedback reported.

**F&G 19.138 Date of next Finance and Governance Meeting**

Members congratulated and thanked Cllr D Williams on his first meeting and **NOTED** the next meeting would take place on Wednesday 14<sup>th</sup> January 2021 at 7.00pm

The Chair closed the meeting at 8:32pm