

## **DOWNEND AND BROMLEY HEATH PARISH COUNCIL**

### **MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 15 APRIL 2010**

#### **Present:**

Downend & Bromley Heath Parish Councillors: Mike Baker, Janet Biggin, Bob Jarvis, Mary Lewis, Martyn Poole, Alan Richardson, Elizabeth Shepherd, Ian Smith and Angela Hocking (Parish Clerk).

2 members of the public.

#### **77.1 WELCOME**

Cllr Shepherd welcomed everyone to the last meeting of the year. Members were asked to consider the committees they would like to represent in the year 2010-11.

#### **77.2 APOLOGIES**

Received from PC Rochford, Cllrs Craig Whittaker, Gordon Wells and Andy Welling.

**77.3 DECLARATIONS OF INTEREST** - none received.

#### **77.4 ITEMS FROM THE PUBLIC**

Resident of Christchurch Avenue advised Council of the traffic problems being experienced in this road, mainly due to the domestic garage which is being used to operate a business. Clerk confirmed that she had received an anonymous letter relating to the same issues, which had been reported to South Gloucestershire Council Planning Enforcement.

**ACTION – Clerk to keep resident informed of developments.**

#### **77.5 ITEMS FROM THE POLICE**

No report.

#### **77.6 PRESENTATION BY GUY ASTLEY-JONES, SENIOR EMERGENCY PLANNING OFFICER, SOUTH GLOUCESTERSHIRE COUNCIL**

As with any local authority area, South Gloucestershire has a considerable number of hazards and risks ranging from severe weather incidents to a substantial flood risk. Within South Gloucestershire Councils' Emergency Planning Unit, they have been looking at ways in which they can promote emergency preparedness measures across local communities so that residents can best prepare for the wide range of emergencies that could potentially strike. Mr Astley-Jones provided an outline of current plans indicating what residents can expect of the Local Authority

#### **77.7 CONFIRMATION OF MINUTES FROM MEETING HELD ON 18.03.2010**

Cllr Bob Jarvis has yet to visit Lloyds TSB to complete the new account signatory formalities.

**ACTION – Cllr Jarvis to action as a matter of urgency.**

**RESOLVED to accept the Minutes as a true record, which were duly signed by the Chairman.**

## **77.8 MATTERS ARISING**

Ref. 76.2, Risk Management, Clerk has investigated the matters raised:-

- Tim Webb has agreed to complete a monthly record, as provided by the Clerk, of all inspections carried out, and any findings.
- PAT Testing – Clerk has checked guidance produced by the HSE relating to homeworking and has consulted with other Parish Councils and organisations. It is apparent that PAT testing is not a legal requirement.

**AGREED - When the Parish Council moves into office accommodation, PAT testing should be implemented at that time.**

- Insurance for Councillors – D&BH PC's insurance covers all Councillors against Personal Accident. Councillors are classed as Casual Users when claiming travel expenses. Individuals should assess whether or not they need to make changes to their individual motor insurance policies.

## **77.9 URGENT ACTIONS**

Request received for information under the Freedom of Information Act by Gordon Harrison. Clerk has responded providing the information requested and will provide further accounting papers following the internal audit.

## **77.10 VACANCY – BROMLEY HEATH EAST WARD**

No applications have been received to fill the vacancy.

**AGREED to advertise the vacancy once again on the notice boards and website.**

## **77.11 FINANCE**

Clerk confirmed that the end of year VAT submission has been made to HM Customs & Excise. End of year procedures have also been carried out for the Avon Pension Fund and HM Revenue & Customs. Accounts for 2009/2010 have been prepared in readiness for the internal auditor's visit on 23 April.

Payments for authorisation:-

Bath & North East Somerset Council	Monthly Employers (10.8%) and Employees (6.5%) contribution for pension	£301.26
Salaries	Monthly payments	£1292.56
Mrs A Hocking	Travel expenses £13.85 + Working from home allowance at (£3/week) £156.00	£169.85
T-Shirt Printing by Janine	Purchase of 'hi-viz' jackets and printing of Parish name/logo	£141.00
Avoca Publications	Delivery of Parish newsletter	£316.66
T Webb Window Cleaning	Monthly maintenance	£188.00
South Gloucestershire Council	Dog bin maintenance	£116.09

South Gloucestershire Council	Skatepark maintenance	£492.09
Royal Mail Group Ltd	Business Keepsafe service	£29.40
Janet Biggin	Expenses for purchase of refreshments	£4.79
Avon Local Councils Association	Annual Subscription	£1802.59
Accord Office Supplies Limited	Purchase of Stationery and fire extinguisher; printing of newsletter	£1169.25
C Cook	Labour and parts for repairs to photocopier	£113.50
Avon Local Councils Association	Councillor training	£100.00
The Information Commissioner	Data Protection subscription	£35.00

Payments Received:-

Total Bank Interest (March 2010)	£4.79
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All payments **AGREED**.

#### **77.12 PART NIGHT STREET LIGHTING**

Following consideration of the documentation provided at a recent Environment Forum meeting,

**AGREED – Cllr Shepherd will request this matter is brought forward at the next Safer Stronger Group meeting in June. Any decisions or recommendations from the group will be brought back to the Parish Council for further consultation.**

#### **77.13 PARISH COUNCIL WEBSITE**

Chris Cook from Clear Media will be meeting with the Clerk on Wednesday 28 April to commence implementation of the alterations required, and carry out some training.

#### **77.14 OFFICE ACCOMMODATION**

No report.

#### **77.15 COMMUNITY PLAN**

Cllr Poole reported on the meeting held on 24 March. A sample questionnaire was viewed and amendments agreed. Delivery will take place between 17-19 May, with collection one week later. Ways to publicise the questionnaire are being looked into. Consideration is being given as to the most economical and efficient way to input completed data.

#### **77.16 CHARITY OF THE YEAR 2010/11**

Two charities were discussed:

- (i) Frenchay After Burns Children's Club
- (ii) Jack & Jill

**AGREED to make a formal decision at May's Council meeting.**

## 77.17 PLANNING COMMITTEE REPORT

Only 1 application has been received relating to 5 Heath Road, which was returned with a comment of no objection. Response has been made to the consultation on the future of property re. land adjoining Baugh Farm, all as agreed by the committee.

## 77.18 BRIEF REPORTING BACK FROM SUB COMMITTEES AND GROUPS

**Events & Publicity:** (Events Committee met on 14.04.2010).

ANNUAL ASSEMBLY – All arrangements in hand with St Peters Hospice. Certificate for David Upjohn has been completed and flowers ordered.

SPRING FAIR AT LINCOMBE BARN – The Fair will be in the format of a Table Top Sale. Tables will cost £5 each and one each will be required for the Parish Council and the Community Plan Group. Volunteers needed. Cllr Lewis will print up a quiz written by Cllr Richardson based on local road names. Cllrs Jarvis, Poole and Biggin will attend.

**AGREED – cheque authorised for 2 tables in the sum of £10 payable to Downend Folk House Association.**

PARISH CYCLE RIDE – The PCSO's and Events Committee have discussed the safety of the groups crossing both Badminton Road and Bromley Heath Road. It has been **AGREED to text the PCSO on duty to advise them as to the anticipated time their help may be needed.** A large amount of advertising the event will be required. Members will be needed to help as Stewards on the day.

**AGREED – Clerk to forward the poster from 2009 to committee members.**

**ACTION – Cllr Biggin will contact Mangotsfield Rural Parish Council to ascertain if they will be joining D&BH PC for this event.**

BROMLEY HEATH FESTIVAL - Ann Watts has contacted the Clerk to confirm that she will be organising the Bromley Heath Festival on 3 July 2010. Volunteers are needed on the day, especially for help with erecting the gazebo.

PAGE PARK CENTENARY – Further information is awaited from the Friends of Page Park as to the finer details. Volunteers required to erect the gazebo.

CHRISTMAS 2010 – Metal barriers might prove useful in funnelling people to Santa and perhaps a 'pop-up' gazebo should be purchased to house him in his 'grotto'. Another suggestion was to give each family a numbered ticket as they arrive so that everyone is seen in turn. Further discussions are needed to ensure a safe evening for all.

### **Open Spaces & Skatepark:**

LINCOMBE BARN PARK AND WOODS:

- Held a successful Spring Clean Event with 20 people attending
- Path and Pedestrian entrance can now go ahead thanks to grant from Parish Council.
- Walk in the Woods will be held at 10.30am on 24 April with the ecologist, Rupert Higgins, who drew up their Management Plan.

- There have been more problems of antisocial behaviour in Britannia Woods and the adjoining privately owned field. There has been a site meeting between residents, the Police and SGC to look at ways of resolving these disturbances.

**LEAP VALLEY:**

- The Friends held a successful Spring Clean with 18 children and adults attending.
- Their Dawn Chorus Walk is at 6am on Saturday 17 April. 70 different types of bird were recorded in and over Leap Valley during 2009.

**FOOTPATHS:**

- Witness statements, confirming 20 years of use, are being collected for the path from Oakdale Court to Heath Court. We are very grateful for help from Don Edwards to do this.
- We are ready to proceed on several other paths, including the one from Badminton Road to Fouracre Avenue. **ACTION – Clerk to obtain the appropriate papers.**

**Downend Business Community:** Next meeting scheduled for 17 May 2010 from 6pm in the Cleeve Room at Lincombe Barn.

**AGREED - Cllrs Mary Lewis and Bob Jarvis will be the Parish Council's representatives on this group. Cllr Jarvis to attend on 17 May.**

**Traffic:**

NEW BUS SERVICES - South Gloucestershire Bus and Coach need to be approached for the introduction of an additional journey on the 462 route at a time convenient for shoppers (10.30 am). A small initial subsidy could be provided. MRPC should be kept informed of the outcome of the meeting.

**ACTION – Cllr Richardson to arrange a meeting with SG Bus & Coach.**

Richard Kemble should be contacted regarding the inadequate information displayed at bus stops used by the N2, N50, and 533 services.

**ACTION by Parish Clerk.**

The following response to Richard Kemble of SGC was **AGREED**, following his reply to our suggestion to re-route the 312 service, and reluctance to have a 'layover' at Hill House Road. This e-mail to be copied to Brian Allison.

'Thank you for your e-mail of 23 March. The layover at Hill House Road was only a suggestion. Other possibilities would seem to be:

- A layover in Thornbury.
- A layover in Staple Hill (shares with the no. 7 bus).
- A layover in Downend, outside the toilets (shared with the 4 & 5 services). The 312 used this site before it was extended to Fishponds.

The Traffic Committee do not consider a 5 minute layover to be of concern for many passengers, especially in view of the recent protest by Staple Hill shoppers at not being allowed on the no. 7 bus at the Staple Hill layover. The advantage of a through service would outweigh this.'

**ACTION by Parish Clerk.**

BUS SHELTERS IN THE PARISH - The inspection of these is completed. It was agreed that this should be sent to Richard Kemble, and copied to Dorrel Ferguson and Brian Allison (Executive Member for Transport). We have added our priorities for the provision of new shelters.

**ACTION – Cllr Richardson to forward the completed spreadsheet to Clerk for sending to South Glos. Officers, as detailed.**

**OTHER MATTERS –**

- (i) Cycle parking has now been provided at Cleeve Wood Road shops. SGC should be approached for the provision of disabled parking bays at Cleeve Wood Road shops and at Downend. **ACTION – Parish Clerk.**
- (ii) A plan has been prepared showing a new layout for a ramped access between Badminton Road and Epsom Close (in addition to the 4 steps). SGC should be asked to progress this. **ACTION – Cllr Richardson to draft a suitable response.**
- (iii) E-mail received from Richard Kemble – First will be making timetable changes to bus services 48 and 49 from 23 May. Resulting from these alterations are 2 positive changes: (1) On Mondays to Saturdays the last 48 journey from the City Centre will be half an hour later at 23.25 (currently 22.55) (2) The service pattern on Sundays and Bank Holidays has changed so that all 48 and 49 journeys will start/finish at Emersons Green rather than terminating at Blackhorse. The last 48 journey from the City Centre will be at 23.25 rather than 22.55. All timetables from 23 May are shown on the SGC website.
- (iv) First intend to close their bus depot at Muller Road.

**Youth:** No report.

**Newsletter:** Deadline for receipt of articles is Friday 18 June 2010.

**External Meetings:**

ALCA SOUTH GLOS. AREA GROUP MEETING – Attended by Cllr Shepherd.  
Presentation by Dick Whittington regarding the launching of the Compact Scheme.

**77.19 CORRESPONDENCE**

- E-mail received from Pete Astley (Chair of Friends of Lincombe Barn Park & Woods) thanking the Parish Council for the donation to improve footpath access to Lincombe Barn and the surrounding area.
- Delicious Breakfast Bar – Suitability for Street Trading on the A4174 Eastbound, Downend (Renewal). Comment of No Objection to be made.

**77.20 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS**

Cllr Biggin attended a play entitled 'Trickster' about distracted burglary.

Downend & Bromley Heath Parish Council has also been represented at:

- Opening Ceremony of the Pavilion at Emersons Green – Cllrs Janet Biggin and Martyn Poole.
- Pomphrey Hill Pavilion Turf Cutting – Cllr Elizabeth Shepherd

*Meeting closed at 9.30pm.*

**Chairman:**

**Date:**