

**DOWNEND AND BROMLEY HEATH PARISH COUNCIL**

**MINUTES OF MEETING HELD AT  
DOWNEND BAPTIST CHURCH, SALISBURY ROAD  
THURSDAY 18 FEBRUARY 2010**

**Present:**

Downend & Bromley Heath Parish Councillors: Mike Baker, Janet Biggin, Bob Jarvis, Elizabeth Shepherd, Andy Welling, Craig Whittaker and Angela Hocking (Parish Clerk).

**75.1 WELCOME** by Cllr Shepherd. A communication has been received from Cllr Upjohn confirming his resignation from the Parish Council. South Gloucestershire Council have been advised and the appropriate notices advertising the vacancy will be displayed on the parish notice boards.

**75.2 APOLOGIES**

Received from Councillors Mary Lewis, Martyn Poole, Ian Smith, Gordon Wells and Alan Richardson.

**75.3 DECLARATIONS OF INTEREST**

None received.

**75.4 ITEMS FROM THE PUBLIC**

No items received.

**75.5 ITEMS FROM THE POLICE**

No items received.

**75.6 CONFIRMATION OF MINUTES FROM MEETING HELD ON 21.01.2010**

All members received a copy of the Minutes from the meeting held on 21 January 2010.

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

**75.7 MATTERS ARISING**

Page 5, Cycle Parking – South Gloucestershire Council Transportation Services have advised that cycle parking stands are due to be installed at Cleeve Wood Road shops as part of the Cycling City project. It is hoped that six stands will be installed in total. The sites appear to be located on private land and SGC will be writing to the owners to seek their consent. If agreement is received, it is anticipated the stands can be installed very quickly.

Cllr Welling reported that once again youths have been digging on land adjacent to the skatepark.

**AGREED – Clerk to advise SGC.**

**NOTED – Cllr Welling has contacted the Police on two occasions requesting support.**

## 75.8 URGENT ACTIONS

Graffiti to several bus shelters will be removed by the cleaning contractor.

## 75.9 FINANCE

### (i) Finance Committee Report – meeting held 09.02.2010

The following recommendations from the Finance Committee were brought to Council:-

- DONATION TO CHARITY OF THE YEAR (St Peter's Hospice) - £195.64 was raised at the Christmas Lighting Event. A representative of the group will attend the Annual Assembly to provide a presentation on the work of the Hospice and collect the cheque. **AGREED to increase the donation to £400.**
- CHRISTMAS LIGHTING – The Events Committee has asked for enquiries to be made for additional Christmas tree lighting. Following a quotation from City Illuminations, **AGREED to purchase 1 x string of 50 LED lamps, and 1 x transformer. Total cost £345 excluding VAT (including £20 carriage).**
- HIGH VISIBILITY JACKETS – Following the Christmas Event, the Police suggested that high visibility jackets should be worn by Council members. These would also be used at other organised events. Costs have been obtained from SGC at £4 per jacket and printing of the parish logo and name can be implemented by T-Shirt Printing and More (Cleeve Wood) at a cost of £3.50 per jacket. However, Clerk has since contacted the T-Shirt printing shop who confirm that they can also supply the jackets for the same cost as SGC. Samples were brought to the meeting. **AGREED to purchase 16 high visibility jackets (1 x medium, 3 x large, 8 x XL, 2 x XXL and 2 x XXXL) from T-Shirt Printing & More, to include the Parish Council logo on the front and 'Downend & Bromley Heath Parish Council' on the back. Total cost £7.50 per jacket.**
- BUSINESS CARDS FOR COUNCILLOR MIKE BAKER – **AGREED to purchase a box of business cards in the sum of £20 from Action Print.**
- PETTY CASH – **NOTED – Balance currently £65.03.**
- DOWNEND BUSINESS COMMUNITY – (See report below). £4000 has been budgeted for the group for 2009/10, and £500 budgeted for 2010/11. **AGREED to help the new group by paying for the hire of a venue for their next meeting and to donate the sum of £1000 once the bank account has been opened.**
- PARISH COUNCIL PRINTER – An engineer has been called to repair the printer. **NOTED.**

### (ii) Schedule of payments to be met –

Payments made and authorised by Finance Committee on 09.02.2010:-

BT	Quarterly Telephone and Broadband charges	£236.14
D.A.P.C. (Devon Association of Parish Councils)	Training Seminar 'Rising to the Challenge'	£47.00
Accord Office Supplies Ltd	Stationery, including new toner cartridge for printer	£76.67
Janet Biggin	Reimbursement for refreshments for Downend Business Community event	£5.22
Downend Assembly Hall	Hire of hall for Downend Business Community	£20.00
Oldland Parish Council	Joint Parishes Forum Recharge 2009/210	£138.00

Payments for authorisation:-

Aon Limited	Insurance renewal 2010/2011	£5060.60
A.L.C.A.	2 x places on New Councillors Short Course, 4 March at Emersons Green Village Hall (Councillors Poole and Baker)	£50.00
Bath & North East Somerset Council	Monthly Employers and Employees contribution for pension	£283.85
Salaries	Monthly payments	£1292.70
Mrs A Hocking	Travel expenses	£27.49
T Webb Window Cleaning	Monthly cleaning of bus shelters and notice boards	£188.00

Payments Received:-

Total Bank Interest (January 2010)	£5.64
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**AGREED all payments should be met.**

**(iii) Spend to date against budgets** – All members were provided with a breakdown of the budgets to date. **NOTED.**

Clerk advised that an e-mail has been received about the N50 Night Bus Service 2010/11. SGC has confirmed that there is a surplus from 2009/10 and the contributions from each Council will therefore be 15% less than originally budgeted. D&BH PC pledged £2100 and the actual cost will now be £1785 for 2010/11. **NOTED.**

**75.10 TO DISCUSS ANY CHANGES REQUIRED TO THE PARISH COUNCIL WEBSITE**

Chairman and Clerk provided a report to members proposing the following changes to the Parish website:-

- 1) A 'Search Engine' to be incorporated on the Home Page.
- 2) 'Meta Tag' generation to be looked into.
- 3) Under 'Events', a calendar to be added whereby the user can click on a date to access details of events and activities going on in the area.
- 4) Section on Community Activities, 'Clubs' to be deleted. (Clerk to move details of the Downend Local History Society to the Lincombe Barn section at that time).
- 5) Additional 'Tab'/flashing icon on the site to say HAVE YOU SEEN OR HEARD...? – this section can be used to highlight new additions to the site or advertise something we want to draw attention to every few months.
- 6) Councillor information to include photographs of all members and perhaps a photograph of the Clerk under 'Contact Us'.
- 7) Additional 'Tab' for the Downend & Bromley Heath Business Partnership, if the group gets up and running in the near future. This can then be a point of access to members of the group to hear about future meetings etc...
- 8) Possible additional training for Clerk.

**AGREED – Clerk to contact Clear Media Websites for the above works to be implemented.**

## 75.11 POLICY REVIEW

A review has been undertaken to the following policies – Dignity at Work Policy; Code of Practice for Handling Complaints; Grievance Procedure; Disciplinary Procedure.

**RESOLVED that the policies, as listed, are re-adopted without alteration.**

## 75.12 OFFICE ACCOMMODATION

No report.

## 75.13 COMMUNITY PLAN

Cllr Poole circulated a report to members outlining the timescales for the Plan. The aim is to seek endorsement of the Plan by the Parish Council at the end of 2010. Costs of printing and distribution of the questionnaire will be met from the groups own financial resources. However, additional financial support may be required for printing of the completed Plan. Members congratulated Graeme Riley on the groups achievements.

## 75.14 REVIEW OF COMMITTEE REPRESENTATIVES

Clerk circulated an up-to-date list to members. **NOTED.**

## 75.15 PLANNING COMMITTEE REPORT

Cllr Jarvis advised that 10 planning applications were viewed by the committee, each returned with a comment of 'No objection'.

Local resident, Mr P Gould, arrived at the meeting. Clerk explained that she had received a letter from Mr Gould concerning no. 4 Peache Road, Downend. Whilst planning permission has been granted for the erection of 4 no. semi detached dwellings in the grounds of this property, the main house itself has been empty for some considerable time and is in a state of decline. Clerk has pursued the matter with the Empty Homes Department, SGC, who have agreed to contact the owners and arrange a meeting at the property, as no obvious attempts are being made to bring the property back into use. It is hoped the owners will commence refurbishment in the coming months.

## 75.16 BRIEF REPORTING BACK FROM SUB COMMITTEES AND GROUPS

### **Events & Publicity:**

(i) ANNUAL ASSEMBLY – Nominations for Parish Champions were received and will be discussed further at March's Council meeting.

(ii) PARISH CYCLE RIDE & WALK – Bike Week is 19-27 June, which avoids the Mangotsfield Festival scheduled for 12 June. A visit to Frenchay Museum would enable us to offer a short walking option using sections of the Parish Walk. **AGREED – date for ride will be 19 June** and Cllr Lewis will be able to lead a Parish Walk to the Frenchay Museum. Cllr Biggin confirmed that the medical museum hopes to be open as well. Mangotsfield Rural Parish Council has agreed in principle that they would like to be involved. **AGREED – Meeting to be convened between D&BH PC and MRPC.**

(iii) BROMLEY HEATH FESTIVAL – A decision has been made not to organise a Festival in 2010. The Scout Executive Committee has decided to have a smaller fun day instead, just for scout families, much the same as 2009. **AGREED – Matter to be placed on the Council agenda for June to discuss whether a festival could be achieved in 2011.**

Cllr Biggin confirmed that the Landlord of the Horseshoe Public House has verbally agreed to close his car park for the Christmas Lighting Event celebrations. Clerk will formally write to the Landlord in this respect.

**Open Spaces & Skatepark:** Cllr Lewis was unable to attend the Environmental Link Group but various issues about Leap Valley and Lincombe Barn Woods were taken to the meeting by members of the Friends groups. Both groups have recently put up bird nesting boxes made by local children. Cllr Lewis attended an Orchard Workshop to learn more about the management of the new Community Orchard in Leap Valley.

Cllr Lewis also attended a follow up meeting to the Strategic Green Infrastructure consultation event. The February meeting looked at the future needs for Open Spaces, Sport and Recreation Facilities. The Parish has already done a detailed response to this consultation at Parish level and this meeting was looking at issues on a wider area basis. Some of the key issues arising from the discussions were:

- The present consultations are providing a good evidence base for future needs. Parish Plans need to be integrated into this evidence and fed into the statutory planning process at an early stage
- Providing facilities is more difficult in the present economic climate because of reduced Section 106 money.
- Current facilities are at capacity and there will be considerable pressure with a growing population. There is a need for better management and different ways of using the spaces available.
- There is a need for multifunctional facilities which are large enough to be financially sustainable.
- Shortfalls need to be addressed such as activities for young people, activities for the 'younger' retired, allotments.
- Improved access to school sports facilities.
- Recreational use of the Green Belt is important.

**Downend Business Community:** A very successful meeting where a new name for the group was agreed – *Downend Business Community*. An Executive Committee has been formed, who will be meeting in the very near future. A full meeting of the group is scheduled for March.

**Traffic:** Cllr Richardson provided a written report. New bus services are being considered by the Traffic Committee (i) A new route from Quakers Road to Kingswood via Cossham Hospital. This could provide a substitute for the former no. 4 service to Hanham, and perhaps for the off-peak 318. (ii) A shoppers service on the 462 route to consist of one bus to Bristol at about 10/10.30am. A parish subsidy of revenue guarantee may be needed to get the service started. Both need progressing by surveys of potential passengers and by the Cossham Hospital Group. Future visits to Cossham Hospital are expected to reach 100,000 per year (and 100 staff).

Bus shelters are being inspected throughout the parish.

Dr Bike has agreed in principle to attend the Page Park centenary celebrations.

Clerk reported that she had received a telephone call from Mr Russell Mills, resident on Bromley Heath Road, expressing his anxiety about the resurfacing work to this road. The

works are scheduled to take place from 22-27 March, commencing at 8pm until 6am. Clerk has contacted the Engineer in charge, Dan Wicks, who advises that there will be no flexibility whatsoever on the timing of this project.

**Youth:** Cllr Whittaker is pursuing contact with Downend School via the School Governors.

**Newsletter:** Cllr Shepherd advised that the newsletter is well under way and scheduled for delivery early-mid March.

**External Meetings:**

BRISTOL NORTH FRINGE ENVIRONMENTAL LINK GROUP – Cllr Mary Lewis was unable to attend this meeting.

CONSULTATION WORKSHOP – OPEN SPACES, SPORT AND RECREATION FACILITIES – (See Open Spaces report above from Cllr Lewis).

**75.17 CORRESPONDENCE**

Various correspondence including:

- Voluntary Litter Pickers – Letter circulated to members from Catherine Hopkins, Street Cleansing Policy and Education Department at SGC. They hope to establish more voluntary groups to reduce litter in the district and are asking for a meeting with interested parties to discuss and promote the way forward.  
**AGREED – Cllr Lewis' name to be put forward as a point of contact.**  
Cllr Welling reported that he is in contact with a local resident who regularly picks up litter in Bromley Heath Park. Cllr Welling will obtain his contact information and forward to the Parish Clerk.
- Training for Councillors from the Avon Local Councils Association, each course costing £25 per person:-  
'Preparing for Audit & General Finance Course – to be attended by the Clerk.  
'Councillors Courses' – Cllr Lewis to attend on 8 September 2010.
- Government Consultation on possible new nuclear power station at Oldbury-on-Severn – copy of South Glos. Council's draft response passed to Cllr Shepherd.

All the above correspondence **NOTED & AGREED.**

**75.18 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS**

Cllr Biggin and Cllr Shepherd attended 'Best Practice: Interventions that really work' by the Anti-social Behaviour Team, SGC.

Cllr Shepherd also attended a seminar in Tiverton, 'Rising to the Challenge'.

*Meeting closed at 8.40pm.*

**Chairman:**

**Date:**