

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 16 JUNE 2011

### **Present:**

Downend & Bromley Heath Parish Councillors: Mike Baker, Janet Biggin, Peter Hinsley, Jon Hunt, Martyn Poole, Elizabeth Shepherd and Angela Hocking (Parish Clerk).

5 members of the public.

**89.1 Welcome** from Cllr Shepherd, who explained that Cllr Riley's father had passed away. Clerk was requested to send condolences to Cllr Riley and his family on behalf of the Parish Council.

**89.2 Introductions by Members of D&BH PC** - All members introduced themselves and outlined their hopes and aspirations for the Parish Council.

**89.3 Apologies** – received from Cllrs Mary Lewis, Kathy Morris and Graeme Riley.

**89.4 Declarations of Interest** – none received.

### **89.5 Items from the Public**

Graham Kennedy addressed members having already attended the Safer Stronger Community Group meeting with concerns about:

- Behaviour of youngsters at King George V Playing Fields and the litter issues within the park – Cllr Hunt confirmed that Streetcare were attending regularly to clear any glass or litter and the situation has now vastly improved.
- Dog fouling at King George V – Notices regarding fines for dog owners have been posted on the new notice board.

**AGREED – Open Spaces Committee to further discuss the provision of an additional dog bin within the park.**

It was also noted that the football teams playing in the park over the weekends leave litter/oranges without using the bins provided.

**ACTION – Cllr Shepherd will visit the park and speak to the football team managers about these issues.**

- Speed of traffic along Westerleigh Road – Mr Kennedy was concerned about the five year timescale allocated within the Community Plan to address this issue, and was invited to attend their open meeting scheduled for 20 July.

### **89.6 Items from the Police**

PC James Rochford has telephoned the Clerk. A pupil at Downend School has been involved in a moped accident and has passed away. The Police are concerned of the impact this incident may have within the local community.

### **89.7 Presentation by Revd. Andy Machin, Minister, Downend Baptist Church**

Revd. Andy Machin outlined his vision for working with the local community. He further explained that the Church hopes to raise enough funding to build new premises to the rear of the Church; a challenging project which is estimated to cost £220,000-£240,000.

## **89.8 To confirm as a correct record the Minutes of Meeting held on 12.05.2011**

A copy of the Council Minutes had been circulated prior to the meeting.

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

## **89.9 Matters Arising**

- Bristol Glazing – Yet another anonymous letter and photos received from a resident of Christchurch Avenue which has been forwarded to SGC.
- BT telephone kiosk – as this has not been adopted, BT have phoned to say this will be removed.
- Clerk advised that Paul Gould has now resigned from the Parish Council. This casual vacancy has been advertised and South Glos. Council has verbally confirmed that no request for an election has been received. D&BH PC may therefore co-opt to fill the vacancy.
- E-mails – It has been brought to light that some councillors are concerned at the number of e-mails being received. SGC have provided details of a website that can be used to stop 'spam' emails – [www.bbc.co.uk/webwise/guides/stopping-spam-emails](http://www.bbc.co.uk/webwise/guides/stopping-spam-emails).
- Training – SGC have advised that any training they will be providing will be given at the annual Parish Matters event, usually in September. Councillors are encouraged to attend and then disseminate the advice/training given back to the rest of their colleagues. SGC are also looking to see how they can offer more support and communicate better with Parish Councils. All ALCA training is advertised on their website. Clerk has provided the necessary details to members.
- Building at Co-op Car Park – In September 2010, D&BH PC reported to SGC Building Control the hazardous state of the building in the Co-op car park. SGC subsequently attended site and immediately boarded up the premises to safeguard members of the public. Fencing was also installed to withdraw access and secure the site. As nothing further appears to have been done, Clerk has once again contacted Building Control at the request of Cllr Baker. Building Control are in contact with the owner of the building as all works they have done there, including hiring of barriers etc, is being recharged to him. The owner has apparently submitted a pre-app planning application. As a result no further action can be taken by SGC at the present time. The site is being inspected bi-monthly and Clerk has asked to be kept informed of developments.
- Mezze at the Green Dragon Appeal – Cllr Jon Hunt reported that at the Licensing Appeal it was agreed that licensable activities could be extended to 01.30.

## **89.10 Urgent Actions**

Clerk has authorised repairs to the bus shelter, Fouracre Road, as part of the roof trim is loose. Also repairs are once again required at the Lincombe Barn notice board where the middle panel of Perspex has been removed. Tim Webb has actioned both the above.

## **89.11 Parish Councillor Vacancies**

SGC has confirmed over the telephone that the Parish Council may now co-opt to fill the vacancy in Bromley Heath East Ward. This is in addition to the vacancies in Downend West Ward and Bromley Heath East Ward.

One application for the vacancy in Downend West Ward has been received from Martin Hatter, and his letter was circulated to members. Another application has been received from Graham Kennedy.

**RESOLVED to appoint Martin Hatter as Parish Councillor for Downend West Ward. Mr Hatter subsequently signed his Declaration of Acceptance of Office.**

**RESOLVED to appoint Graham Kennedy as Parish Councillor for Downend East Ward. Mr Kennedy subsequently signed his Declaration of Acceptance of Office.**

## 89.12 Finance

### (i) Recommendations from Finance Committee:-

- Cllr Riley elected as Chair.
- Cllr Biggin has sourced information from the internet of secure buckets with lids that would be suitable for collecting cash received at events. The colourful buckets are £4.99 each from Charnwood Catalogues. Finance Committee recommend the purchase of 6 buckets (3 x red/3 x green). **AGREED.**
- Cheque signatories on the Parish Council Bank Accounts have now been authorised by Lloyds Bank. Signatories are Cllrs Baker, Biggin, Lewis, Riley, Shepherd and Parish Clerk. Two Councillors are required to sign, in addition to the Clerk.
- Clerk is making investigations of other parishes into the rates they are receiving on their deposit/savings accounts.
- Financial Regulations were reviewed and agreed.
- NALC publication – Revised First Edition of ‘Standing Orders for Local Councils’ – Available at £25 per copy, the guide explains why standing orders and other tools for governance are necessary, in addition to providing a complete set of ‘model’ standing orders for local councils to use.  
**AGREED to purchase one copy. Cllr Shepherd has agreed to compare with D&BH PCs current standing orders.**
- King George V Playing Fields – Clerk has contacted Landcare to obtain a cost of the shrubs required at King George V, as many have perished in the harsh winter. To be discussed at next Finance Committee meeting. Clerk has written to the Chair of Governors at St Augustines to seek their agreement for the shrubs to be replaced by the Parish Council.
- Dog Bin emptying costs have increased by 4.5% to £4.08 per empty. **NOTED.**
- Painting of litter bins at the skatepark – permission has now been obtained by South Gloucestershire Council for the bins to be painted.

### (ii) To authorise payments, as detailed:

M Poole	Reimbursement for painting materials (for litter bins at King George V)	£26.33
T Webb Window Cleaning	Monthly maintenance of bus shelters and notice boards	£212.00
Active IT	IT support	£25.00
Downend & Bromley Heath Community Plan	Donation (agreed at Council on 12.05.11)	£1,000.00
Greenbarnes Ltd	Notice board at King George V Playing Fields	£1,015.64
NALC	Subscription for the ‘Local Council Review’ magazine	£15.50
South Gloucestershire Bus & Coach Ltd	462 subsidy	£218.40
Post Office Limited	Quarterly Tax / NI payment to HMRC	£1,283.47

A Hocking	Salaries	£1,311.29
Bath & North East Somerset Council	Pension - Monthly Employers (11.5%) and Employees (6.5%) contribution	£313.45
Mrs A Hocking	Travel expenses	£26.69
Avon Local Councils Association	Training for Cllr Hinsley	£65.00
South Gloucestershire Council	Dog bin emptying	£196.56
Action Print	Printing of business cards and other copying	£84.00
C R Belcher	Noticeboard installation at King George V Playing Fields	£144.00
T Webb Window Cleaning	Annual Spring Clean of all shelters and notice boards, repairs to bus shelter and repairs to notice board	£860.00
Downend Baptist Church	Room hire	£37.50

#### Payments Received

HM Revenue & Customs (VAT repayment for 2010/11)	£2,509.49
South Gloucestershire Council (Precept - first half year)	£42,300
Lloyds TSB - Total Bank Interest (May 2011)	£4.79

**(iii) Spend to date against budgets / Account balances** – Members were circulated with a budget report. No questions raised. Current balance of all accounts as at 31 May 2011 = £157,225.02. **NOTED.**

#### **89.13 Land at Cleeve Wood**

Cllr Lewis provided a report to members outlining the current position at Cleeve Wood. Ownership of some of the area is still vague, despite now having received information from the Land Registry. Clerk has written to Rodney Malpass as it appears he may hold Deeds for some of the land. It is hoped that Mr Malpass will respond, whereby a meeting can be arranged to confirm his involvement, and outlining what the Parish Council hope to achieve for this area in the future.

Any improvements at Cleeve Wood would incur costs –

- Repairing of the dry stone wall would be up to £1200.
- Dropped kerbing would run into several thousands of pounds.
- Resurfacing, possibly £10,000.
- Seat near the shops, £500.
- Additional costs for landscaping and planting.

**AGREED that Ward Councillors will pursue and move this project forward. Clerk to write to Mr Malpass once again at the end of June if no response received.**

#### **89.14 Part Night Lighting**

Large maps were received from SGC to enable a closer inspection of the locations for the

part night lighting in the area.

**RESOLVED to support the scheme in principle. However, the Parish Council would like assurance that those residences directly affected by the scheme are informed of the proposals, before implementation.**

#### **89.15 Downend Roundabout**

South Gloucestershire Council has confirmed that the new planting scheme will take place during the early spring and the edging will be replaced at the same time. SGC has also received an e-mail from a resident expressing her pleasure at the current planting.

**NOTED.**

#### **89.16 Review of Standing Orders for D&BH PC**

All members had received a copy of Council's Standing Orders. Cllr Baker suggested incorporating any amendments that have been made to the document on the inside front cover. However, as the new NALC publication is awaited,

**AGREED – Cllr Shepherd will undertake a review of the Standing Orders in conjunction with any recommendations in the NALC publication.**

**AGREED to discuss at Council in September.**

#### **89.17 Coffee Morning at Downend Library**

Report circulated to members from Cllr Morris proposing to start a coffee morning for the housebound, although this could also tie in with a voluntary module for local sixth form students.

**AGREED to defer to July's meeting in the absence of Cllr Morris.**

#### **89.18 Nominations for Charity of the Year 2011/12**

**AGREED – D&BH PC's charity of the year for 2011/12 will be CLIC Sargent – for children with cancer.**

#### **89.19 D&BH Community Plan**

A successful launch on 11 June 2011. An open meeting will be held on 20 July. Clerk is following up concerns that deliveries of the Plan have not been made to Bromley Heath Road or Overndale Road.

#### **89.20 To receive a report from the Planning Committee**

Mike Baker was nominated as Chairman of the Planning Committee. In view of the small number of councillors on the committee, the dates of future meetings will be changed to accommodate availability.

8 applications have been reviewed. One objection to 11-12 North View, Staple Hill, PK11/1371/F, supporting refusal by SGC - converting a garage into residential accommodation. Ref. Cleeve Mill, Downend, PK11/1560/TCA, felling & pruning of Lime Trees – comment of no objection, subject to SGC's approval by the Tree Officer.

New development at Farm Close - SGC has been notified that the Royal Mail will not name the new road on this development as 'Farm Close' in view of there being another road with the same name in the BS16 area. The road will be named 'Farm Gardens'. **NOTED.**

Cllr Baker informed members that building work has commenced at The Old Farmhouse, Bromley Heath Road. Clerk is liaising with the Case Officer who has received a request to discharge the conditions attached to the original planning application. Work should not have started but SGC are now seeking to get the conditions agreed.

## **89.21 Brief reporting back from sub committees and groups**

### **Events & Publicity:**

Cllr Biggin reminded members about the Armed Forces Day at Page Park on 25 June. The next event for the Parish Council is the Heathfest on 2 July. Cllr Biggin will e-mail details to members and requested as much help as possible on the day.

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

#### Leap Valley

- 'No Motorbike' sign needs replacement. Streetcare has been contacted by Clerk.
- Play area has had nothing added/refurbished for 20 years. Needs one more piece of equipment, possibly a slide tower with a 'rustic' look. Also no cradle swing for younger children. Cllr Lewis has sent an e-mail to Tina Rainey.
- Fence around the kick about area is rotting. The Open Spaces Committee will discuss with Friends Group about having it removed.

#### Bromley Heath Park:

- Pond – Dog walkers and other residents have complained that the water is foul and dogs have been made ill by being in contact with it. Clerk has contacted Liz Francis, Streetcare Inspector who has liaised with SGC Environmental Health. The scrub around the pond requires cutting back. It either needs to be made a pleasant and safe place to sit or to be filled in. The Friends Group have been informed for their further action.
- Skate Park – Litter is still a problem. Clerk has received authority from Alan Sherratt at SGC to paint them yellow, making them more obvious.
- Table Tennis Table – Bromley Heath Park would be a good site for a table, so the Parish Council should monitor how successful the new one is at King George V. The Friends Group have been contacted about this, and have suggested one could be placed alongside their newly opened path, next to the tennis courts.
- Tennis Courts – The courts look excellent but we need to ensure people know they are there, available and free of charge.

**AGREED – to take a photograph for publicity in a future newsletter.**

Scantlebury Close - A surprisingly large green space but one that is probably best left as is. Mainly used by local dog walkers.

### Footpath signs

Many of our footpaths are not signposted, ie, the ones through Heathfields. Possible improvements:

- Put up simple footpath signs. Clerk has contacted SGC Rights of Way about this issue. Possibly also some laminated notices suggesting 'walks from here' to be put on the posts of these signs.
- To feature walks around the Parish in the newsletter. Ask people to submit their favourite walk. **ACTION: Cllr Lewis to discuss with Cllr Shepherd.**

### Heathfields Play area

Play equipment here is good and 2 seats are present. No action needed.

### Lincombe Barn

New play area surface is very uneven. The surface under the rubber safety matting has lots of humps and a few 'trip hazard' edges. Tina Rainey has been contacted about these concerns.

### Brittannia Woods

Bottom step needs repair and there are 3 laurels bending/falling over across the path. The laurels alongside the path where it passes at the back of the allotments is making the path narrow at that point. This has been reported to Tina Rainey and Streetcare.

### Hillhouse Road (Old Downend Lower School site)

Contact made with Gail Lambert and Vicky Barlow SGC who have a remit to promote use of this public open space in the community. As a result, Alan Sherratt, Community Spaces Co-ordinator SGC, will be attending July's Parish Council meeting.

### Downend, near Horseshoe

Wall protruding onto pavement - This was raised at the May Council meeting. It has been like it for years but members of the Open Spaces Committee watched a gentleman on his mobility scooter go through. He could just pass but it is very tight. The wall needs to be taken back by about 4 feet. Clerk has sent a letter and photographs to the Horseshoe landlord and the Brewery in an attempt to establish ownership of the wall. The Landlord would like the work to be done immediately and agrees to take responsibility, although nothing has been received from him in writing to date. Clerk has also contacted Chris Belcher for an initial quotation for the work involved to see if it is financially viable. This has been received in the sum of £460.

### George V

- Still awaiting table tennis table installation and tree sculptures.
- Noticeboard has now been installed near the car park. It has information about the new play equipment and displays information about the public toilets in Downend.
- Dog fouling is a general problem here. SGC is looking into a scheme for dog friendly volunteers with arm bands which might be helpful. The new noticeboard gives information including phone number of the dog warden.
- Extra dog bin needed as many dog owners are not picking up along the Cleeve Lodge side of the path and the next bin is at the Farm Road entrance. Open Spaces Committee will monitor the problem especially in view of the comments made in 89.5 above.
- Wall of property in Cleeve Lodge Close in danger of collapse into park. This has been referred to SGC by the Clerk.
- Some seats need replacing. This will be referred to Friends Group if/when formed.
- Fenced play area is not dog proof as there are gaps in the hedge. This will be looked into when planning refurbishment of the fenced area.
- Formation of Friends Group/further refurbishment and equipment in George V. We are still awaiting action from Tina Rainey to move this forward.
- Litter bins still not repaired – **ACTION: Clerk to chase.**

### Downend Business Community:

Members had been circulated with a 'Downend Town Centre Health Check' from Abdul Choudhury, Community Projects Officer, SGC. D&BH PC has been asked to contribute to sections of the report. **NOTED.**

### Traffic:

Jon Hunt was nominated as Chairman of the Traffic Committee.

#### 462 Bus Service

Based on the Invoices for the last two months it is likely that our contributions to the support of the 9.25am service will amount to approx £3000 per annum. Mangotsfield Rural Parish Council have now agreed in writing that they are willing to financially assist with the running of the service as 50% of the users are from within their parish. £150 has been agreed.

#### Badminton Road Bus Shelter

The bus stop located opposite Oakdale Road junction currently doesn't have a bus shelter despite being used by 9 buses an hour. It is considered a priority for a new shelter.

#### Cycle Path Markings

The confused markings on the Cycle Path by Bromley Heath Road have been corrected so they do not swap the lanes from being for Cycles or Pedestrians.

#### Bromley Heath Road Crossing

The crossing by the traffic lights at the end of the cycle path has a very narrow waiting area in the middle of the road. If a cyclist or a pushchair was waiting there would not be enough space to wait safely especially with high speed traffic passing. South Gloucestershire has indicated that the lanes there are already very narrow and it wouldn't be possible to widen the traffic island. The traffic signals team will be asked if there is the option to shorten the waiting time to encourage people to wait for the crossing lights.

#### Quakers Road Crossing

Outside Bromley Heath Infants and Junior School is getting increasingly dangerous for school children crossing the road. There is a Crossing Patrol in place. Cllr Hunt has spoken to her and she is very concerned that there will be an accident. Several times she has reported drivers who have ignored her in the road and have driven around her and kept going. The parents of the infants school have set up a group and are getting a petition together to campaign for this crossing. Traffic Committee feel there is a need for a crossing here on the grounds of safety.

#### Drop Kerbs in Salisbury Road

The drop kerbs in Salisbury Road have been put in. Unfortunately the gradient is steeper than South Gloucestershire standard for maximum gradient. We do not feel that these need re-doing but Clerk has emailed SGC to bring it to their attention.

#### Cleeve Wood Wall

The crumbling wall in Cleeve Wood was discussed as it could cause a highways issue if it would collapse into the road. Discussions with Open Spaces needs to take place as to how this can be taken forward.

#### Disabled Parking Bays

The agreed disabled parking space on Badminton Road by the crossing has not yet been put in place. Clerk has contacted SGC who have informed us that they are waiting to hear the outcome of the consultation with the shop owners in Cleeve Wood regarding the new disabled space there as well so they can do both at the same time. Due to financial constraints this is looking likely to be July. Alan Richardson contacted several of the businesses in Cleeve Wood, all of whom had no objections to the location of the disabled parking bay. Cllr Hunt will visit other shops in the next few days.

#### The Horseshoe Wall

(See Open Spaces report above).

### **Youth:**

Cllr Poole is anxious to formulate a guide for households listing all public services, clubs, schools, businesses etc within the parish.

### **Newsletter:**

Newsletter will be ready for delivery early in July.

### **External Meetings:**

**Parish Charter** - Poorly attended meeting. Discussions took place about the SGC Planning website, recent elections, ID Cards, signing up to the revised Parish Charter and the publication of all Community Led Plans on the SGC e-group site.

**Environmental Link Group** – Attended by Cllr Baker - included an update on Hanham Hall and planning for sustainable communities.

**Joint Parishes Forum** – Meeting attended by Cllr Biggin and Clerk. Hanham Abbots and Bitton Parish Councils are evaluating a scheme for Part Night Street Lighting. Oldland Parish Council is now entering the trial period phase. Cold Calling Zones have been adopted by Oldland Parish Council and Bitton is investigating options.

**Safer Stronger Community Group Meeting** – Issues relating to Downend area included:

- Parking at the Mezza where it is hoped the installation of a chain fence will alleviate problems.
- 'Q' Sports in Quakers Road – tenants above the shop have now moved out.
- Bury Hill View – anti social behaviour. Police are monitoring the situation.

**South Gloucestershire Town Centres Anniversary Event** – attended by Cllr Shepherd. Main speaker was John Hirst, Director of Destination Bristol who talked about the significance of different agencies working together to achieve a common aim. Bristol is now ranked 12<sup>th</sup> in the UK as a place to visit.

**Avon Local Councils Association South Glos. Area Group Meeting** – Election of officers took place, and a presentation by Great Western Ambulance Service.

### **89.22 Correspondence**

- Draft Street Trading Policy from SGC.
- Mr Bayram Bilgic T/A Delicious Breakfast Bar on the A4174 Eastbound, Downend – Due to breach of Street Trading Conditions this unit is to be referred to a Licensing Sub Committee to consider revocation of a Street Trading Consent.
- Ballot for Town & Parish Council Representative on the Avon Pension Fund Committee – Two nominations have been received and each supporting statement was read to members. **AGREED to nominate Councillor Paul Hemmings, Winterbourne Parish Council.**

### **89.23 Reports from South Gloucestershire Councillors**

Crime prevention at Lincombe Barn is a major issue at present. The Barn is having problems with unauthorised entry into the facility and they are seeking help with regard to access control/property security.

**Chairman:**

**Date:**