

DOWNEND AND BROMLEY HEATH PARISH COUNCIL

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

Present:

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

Police: PCSO Justin Gay.
Three members of the public.

76.1 WELCOME - by Cllr Shepherd.

76.2 APOLOGIES - none received.

76.3 DECLARATIONS OF INTEREST - none received.

76.4 ITEMS FROM THE PUBLIC - no items received.

76.5 ITEMS FROM THE POLICE

- Cllr Biggin notified PCSO Justin Gay of a camper van parked on land next to Overnhurst Court which is being lived in by its occupants.
- Police are working in conjunction with the local Neighbourhood Watch Groups to educate people about distraction burglaries.
- The Police will be in attendance at the Page Park Centenary event in July.

76.6 PRESENTATION BY RHODRI BRIGGS, CCTV MANAGER, SOUTH GLOUCESTERSHIRE COUNCIL

Rhodri Briggs outlined his vision for CCTV throughout South Gloucestershire and explained the future potential achievements that can be gained from fibre optic technology.

76.7 CONFIRMATION OF MINUTES FROM MEETING HELD ON 18.02.2010

All members received a copy of the Minutes from the meeting held on 18 February 2010. One alteration, page 4, 4th line from bottom, should read 'fun day'.

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

76.8 MATTERS ARISING - no matters arising.

76.9 URGENT ACTIONS – none reported.

76.10 VACANCY – BROMLEY HEATH EAST WARD

Clerk advised that no requests had been received by the Returning Officer, so the Parish Council is now at liberty to fill the vacancy by co-option.

AGREED – Clerk to place notices on the notice boards and website.

76.11 FINANCE

Recommendations from Finance Committee

- **BANK ACCOUNT SIGNATORY** – a new signatory is required since the resignation of David Upjohn.

AGREED – Councillor Bob Jarvis will be the new signatory.

- ALLOWANCES FOR MEMBERS OF PARISH COUNCILS - Letter from Stuart Hook, Head of Democratic and Statutory Services at SGC, drawing the Council's attention to the Local Authorities (Members' Allowances) (England) Regulations 2003 as they affect the payments of allowances to Parish Councillors. The regulations provide Parish Councils to choose to pay their members an allowance, known as '*parish basic allowance*' to recognise the time and effort they put into their parish duties. There is no obligation on Parish Councils to pay such allowances. Each Parish Council may make an allowance available to its Chair only, or to each of its members. Provision is also made for the payment of travel and subsistence allowances in certain circumstances. Under the Regulations, a Parish Council may only pay allowances if it has had regard to a recommendation from its parish remuneration panel. Any Parish Council for which the parish remuneration panel makes recommendations has to contribute an equal share towards the running costs of the panel. If D&BH PC wishes to pay ANY allowances to its members after the 2011 elections, SGC need to be notified by the end of July.

Clerk advised members of the Parish Council's decision on Allowances made in June 2004 and it was

AGREED that the decision made in 2004 should stand as follows:

AGREED to pay travel allowances – up to 999cc at 35.8 pence per mile / 1000cc and over at 39.9 pence per mile.

AGREED that no Chairman's Allowance will be paid.

RESOLVED:

- **The Parish Council will pay travel and expenses to any Councillor, where it has been agreed by the Council to undertake business on behalf of the Parish Council.**
- **The Parish's agreed representative on an outside body can claim travel expenses.**
- **A Parish Councillor may be paid agreed expenses on certain projects agreed by full Council.**
- **All attempts to maximise car sharing will be identified.**
- ANALYSIS OF RESERVES HELD, INCLUDING GENERAL FUND RESERVE - details of all reserves held were analysed by members. Earmarked reserves are held for 'Parish Accommodation' and 'Elections', showing no significant changes.

AGREED & NOTED. Council ensures that it has regard to the level of reserves when setting precepts.

Clerk outlined the balances of all bank accounts held.

AGREED that no funds will need to be transferred between accounts.

- INTERNAL AUDIT:

- Approval of Internal Auditor – The Internal Auditor for Downend & Bromley Heath Parish Council is currently Fiona Thornton. **NOTED & AGREED.** Clerk advised that the next internal audit will take place on 23 April 2010.
- Approval of Clerk’s Salary / Employment Status – The Parish Clerk currently works 27 hours per week and is on the top of her scale (SCP 34) earning £20897 per annum, in accordance with the scales from the National Association of Local Councils.
- RISK ASSESSMENT – REVIEW OF RISKS AND ACTIONS PLANS - Members reviewed the Risk Assessments implemented for the year, and considered any further risks and actions which may be required. **AGREED that the Risk Assessments should be signed for the year 2009/10.**

AGREED that a detailed Risk Assessment is required for the annual cycle ride in June 2010.

Consideration was given as to whether the risk assessment should be extended to cover all financial as well as operational risks.

AGREED that the existing audit and financial safeguards are sufficient and appropriate in relation to risks faced by the Council. Downend & Bromley Heath Parish Council gets assurance from the internal audit assessment and is of the opinion that this independent audit is sufficient.

- INSURANCE SCHEDULE - The insurance schedules for 2009/10 and 2010/11 were viewed and **AGREED.**
 - PETTY CASH - Current balance £25.04.
- AGREED to authorise a further £75.00.**
- SPECIAL EXPENSES have risen for 2010/11 and Clerk circulated an itemised breakdown SGC. **NOTED.**

Schedule of payments to be met

T Webb Window Cleaning	Monthly maintenance	£188.00
Post Office Limited	Quarterly Tax and N.I. payment	£1345.13
Bath & North East Somerset Council	Monthly Employers and Employees contribution for pension	£283.85
Salaries	Monthly payments	£1292.70
Mrs A Hocking	Travel expenses	£22.94
St Peter’s Hospice	Donation to Charity of the Year	£400.00
Downend Business Community	Donation	£1000.00
Action Print	Printing of business cards	£23.50
S Henderson	Graphic Design for newsletter	£240.00

A.L.C.A.	Audit and General Finance training for Clerk	£25.00
South Gloucestershire Council	Night bus contribution 01.10.09-21.03.10	£1050.00
Cash	Petty Cash	£75.00
Downend Baptist Church	Hire of room x 2 meetings	£75.00
Friends of Lincombe Barn Park & Woods	Footpath project	£259.00
Total Bank Interest received (February 2010)		£4.96

Spend to date against budgets – All members received a copy of the monthly budget report and no questions were raised.

76.12 RISK MANAGEMENT 2009/10

Clerk e-mailed all the Risk Assessments undertaken for 2009/10 to members.

AGREED – Assessments are all up-to-date and accurate and should be signed off at year end.

Cllr Baker queried several matters for further investigation.

AGREED – Clerk to keep a record of risk assessment inspections that have taken place to ensure care of the Council's assets and to monitor effectiveness.

AGREED – Clerk to make enquiries as to the need for electrical appliance testing.

AGREED – Clerk to check the Council's insurance policy to ascertain cover applicable to Parish Councillors when carrying out parish duties, ie travelling to and from events and functions, car insurance etc.

76.13 PARISH COUNCIL WEBSITE

Following agreement for alterations to be made to the website, a quotation has now been obtained from Clear Media Websites to implement the works in the sum of £630.00 exc. VAT.

AGREED for the quotation, as detailed, to be accepted.

AGREED – all members will have their photographs taken for inclusion in the website.

76.14 OFFICE ACCOMMODATION

Clerk has contacted Badminton Road Methodist Church. Whilst the Church consider there is a real need to increase the accommodation to fulfil the vision of the Church, at this stage it is their view that the most appropriate use of the funds available is to employ a dedicated worker to continue and expand the work already in hand. The existing accommodation will be reappraised with a view to improving its quality, flexibility and efficient use. The potential of the buildings will be maximised as funds become available. The Church wish to maintain a dialogue with the Parish Council whilst a firmer base is established on which

to proceed.

76.15 COMMUNITY LED PLAN

A dummy copy of the questionnaire has been received for proof reading. Delivery of all questionnaires is scheduled for mid May.

76.16 CHARITY OF THE YEAR 2010/11

Matter to be discussed further at April's Council meeting.

76.17 PLANNING COMMITTEE REPORT

Only one objection made from the two meetings held relating to the planning application for 21 Lincombe Road, which it was considered would provide parking difficulties.

Re. Land adjoining Baugh Farm, Baugh Road – the land is held by Community Services, SGC as general amenity land. The area is now land locked with a steep bank incorporating a cycle path and dense planting. The majority of the land is susceptible to flooding. There is a stone built culvert on the land which has recently been repaired but will remain a liability for the Council's Holding Department. The land is also crossed by two large Wessex Water overland drainage pipes. Community Services have declared the land surplus to requirements and it is proposed to dispose of this land with a covenant against development. Comments on the future of the site are invited by 13 April 2010.

NOTED. Documentation circulated to the Planning Committee.

76.18 BRIEF REPORTING BACK FROM SUB COMMITTEES AND GROUPS

Events & Publicity:

ANNUAL ASSEMBLY – Taking place on 29 April 2010. Four nominations for Parish Champions – Kev Chapman; Ronald Coleman; Sally Bartram; David Upjohn. Following a vote (11:1),

AGREED to present the Parish Champion Award to David Upjohn.

ACTION – Clerk to order a bouquet of flowers to the value of £30.

ACTION – Clerk to arrange a suitable Certificate.

Details of the event were discussed. Set up of room from 6.30pm. Refreshments 7pm. Meeting to commence at 7.15pm.

AGREED – Clerk to invite the Police, Graeme Riley (Chair of the Community Led Plan Group) and the Chairman of the Downend Business Partnership.

AGREED – All Chairs of Committees should provide a short report of achievements during the year. Documents to be e-mailed to the Clerk by 15 April.

SPRING FAIR AT LINCOMBE BARN – Saturday 15 May 2010.

AGREED to support the event with a Parish Council information stall.

PARISH CYCLE RIDE – A meeting is now required between D&BH PC and Mangotsfield Rural Parish Council to finalise the route and details of the ride/walk.

AGREED – Clerk to contact Mangotsfield Rural Parish Council and invite a representative to a future meeting.

The ride/walk will leave Lloyds Bank in Downend at 2pm and a further pick-up point will be the Leap Pub on Badminton Road at 2.10pm. It is hoped to arrive at the Frenchay Museum at approximately 2.45pm. Refreshments and a tour of the museum are being investigated. Much publicity will be required.

NOTED – all publicity should incorporate a declaration saying that ‘Cyclists and walkers participate at their own risk. Downend & Bromley Heath Parish Council cannot accept liability.’

CHRISTMAS 2010 – Following an inspection under the manhole cover which houses the Christmas tree in Downend, Clerk has contacted South Gloucestershire Council requesting that this is completely cleared out. The depth of the hole is 3ft. Clerk has contacted Frenchay Christmas Tree Farm and has met with them on site to discuss exactly what is required to support the tree this year. Sourcing the tree does not appear to be a problem and the company have a tree in mind which is currently growing in Box, near Bath. No prices received to date. New lights for the tree have been ordered, as agreed. SGC have confirmed that the date of 26 November will be suitable for the lighting event.

ACTION – Cllr Biggin and Clerk to meet the Landlord of the Horseshoe to ascertain exactly what area of the car park can be closed off for the event. The chain separating the car park from the pavement will also need to be removed. Authorisation will also be required from ‘The Beauty Suite’.

Open Spaces & Skatepark:

APPLICATION FOR MODIFICATION OF THE DEFINITIVE MAP, FARM ROAD TO KING GEORGE V PLAYING FIELDS – Correspondence received from SGC shows that this project is now well in hand.

SKATEPARK - Lots of graffiti has appeared this week, seen by Cllr Andy Welling, and reported to SGC by the Clerk as it is offensive.

LINCOMBE BARN PARK AND WOODS - The Friends Group will be holding their Spring Clean on 20 March. SGC have cleared the area just behind the notice board so that they could remove a large amount of dumped rubbish. This has opened up the area and it is now possible to see the stream.

15 bird boxes made by the Cubs at St Augustine’s are to be housed in the area.

The ledge over the notice board will be put in place as soon as possible.

The Friends Group will be holding a Walk in the Woods on 24 April led by Rupert Higgins, the ecologist who has written the Management Plan for the Woods.

Leap Valley - The Friends Group will be holding their Annual Spring Clean on 28 March.

NEW FOOTPATH & GATE FROM ROCKLAND ROAD INTO LINCOMBE BARN –

The project is to put in a gate and path to allow for pedestrian access away from the main entrance. It will pass alongside our joint DBH Parish/Lincombe Barn/Friends Group Noticeboard and join up with the present footpath to the play area.

- With the help of Mike Plumb from SGC an application was made to SITA Trust and they have heard today that they have been awarded a grant of just over £4600 for this project
- SGC will pay £500 as the third party contribution.
- Downend Folk House Association/Lincombe Barn contributed £50 in support of the project application.
- D & BH Parish Council has also provided financial support of £50.
- There is a shortfall of £259.
- SGC hope to be able to start the works within a month.

The Open Spaces budget for 2009/10 put aside £3000 to support Friends groups in the Parish and some of this was earmarked for footpath work at Lincombe Barn. Following a proposal from Cllr Lewis, seconded by Cllr Welling, and a unanimous vote,

AGREED – Downend & Bromley Heath Parish Council will support the Friends of Lincombe Barn Park and Woods with the full amount of £259 so that this footpath work can go ahead as soon as possible.

Downend Business Community: Next meeting of the group will take place on Thursday 25 March 2010, refreshments at 6pm with a meeting start time of 6.30pm. The group would welcome Parish Council members to attend and assist with refreshments.

AGREED – Cllrs Martyn Poole, Bob Jarvis, Elizabeth Shepherd, Janet Biggin and the Clerk will attend the meeting.

Traffic: Details of a High Occupancy Vehicle Lanes Variation Order was circulated.

No further information has been received from SGC following the proposal to re-route part of the 312 service.

ACTION – Clerk to chase South Gloucestershire Council in this respect.

The inspection of all bus shelters and bus stops in the parish is complete. A spreadsheet was circulated to all, which will be discussed in detail at the next meeting of the Traffic Committee.

A resident of Cassell Road has contacted Cllr Richardson concerned about the speed and volume of traffic using this route. **NOTED.**

Dr Bagshaw, Hillhouse Road Surgery, has confirmed he will come back to the Parish Council regarding the Social Car Scheme proposals.

Youth: Cllr Whittaker has been given the direct number of the Head's PA, and will be making arrangements to access Downend School in the future.

Newsletter: Newsletter is currently being delivered around the parish.

External Meetings:

SOUTH GLOUCESTERSHIRE ENVIRONMENTAL FORUM – (attended by Cllrs Lewis and Baker). The main topic discussed at the meeting related to PART NIGHT STREET LIGHTING.

As background, there are 35,000 street lights in South Gloucestershire which remain on all night. SGC have a target to reduce energy use by 3% a year, each year until 2050. Street lighting and other lighting associated with roads produces 8,000 tonnes of CO2 a year. SGC aim to make reductions by switching lights on and off, not putting lights in where they are not needed and choosing good design, but they need to make further reductions.

This could be achieved by turning lights not needed off from 12.30am until 5am, which has been carried out successfully on the Ring Road. Charfield is the first Parish to have successfully done this in South Glos by switching off 178 out of their 276 street lights. They are off from 12.30am until 5am. 10 complaints were received from 2,500 residents. There has been no increase in crime.

Charfield	Annual Financial Saving	£1,440	Pay back	1.5 years	Saving	9200Kg CO2
Ring Road	Annual Financial Saving	£12,240	Payback	0.6years	Saving	76000Kg CO2

To look at this in Downend and Bromley Heath the process would take at least 6 months, the course of action being:

1. Parish Council indicates an interest to Andy Porter at SGC and a working group is set up involving Safer Stronger Group and Neighbourhood Watch.
2. The SGC Policy would need to be applied regarding which lights could be switched off and lights not eligible identified.
3. Lots of consultation with residents and lots of publicity, then amendments agreed.
4. Installation period followed by a period of monitoring.

AGREED – To circulate the presentations from the Environment Forum to all Members for review prior to next full Council meeting, at which time the matter will be investigated further.

SAFER STRONGER COMMUNITY GROUP – Not a well attended meeting. Details of the next meeting will be advertised on the Parish Council website.

75.17 CORRESPONDENCE

CONSULTATION ON NEW NUCLEAR POWER STATION AT OLDBURY-ON-SEVERN – Cllr Shepherd reported on the consultation and confirmed that an e-mail has been sent to Helen Ainsley, Principal Planning Officer at SGC, saying that D&BH PC wishes to support SGC in its response to this consultation.

INVITATION TO OPENING CEREMONY OF NEW PAVILION AT EMERSONS GREEN PLAYING FIELD – Official opening ceremony to be held on Saturday 27 March at 10am. Cllrs Poole and Biggin to attend.

Information from the CAMPAIGN TO PROTECT RURAL ENGLAND – VILLAGE OF THE YEAR COMPETITION 2010.

SOUTH GLOUCESTERSHIRE CORE STRATEGY PRE-SUBMISSION PUBLICATION DRAFT – Clerk advised members that documents are available on the SGC website. Hard copies will be made available at the start of the formal consultation period, which will be after the general election.

Clerk reported that a telephone call had been received from SGC following a complaint from a local resident about the Downend allotments. There appears to be an issue with fly tipping, litter and abandoned bikes. The Environmental Officer has been informed. Clerk has notified the Staple Hill Allotment Association.

75.18 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS

Cllr Biggin has attended a film show at Staple Hill Library and a review of accessing medical services out of hours.

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

- Police & Partners Problem Solving Day – Cllr Shepherd
- New Councillor Training – Cllrs Poole and Baker

Meeting closed at 9.55pm.

Chairman:

Date: