

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 17 MARCH 2011

Present:

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

87.1 Welcome from Cllr Shepherd. Cllr Shepherd announced that Craig Whittaker has tendered his resignation from the Parish Council, and that Cllr Bob Jarvis will not be seeking re-election in May. Cllr Shepherd has attended the official handover of Pomphrey Hill Pavilion and an event at Downend Library.

87.2 Apologies – received from Cllr Janet Biggin. .

87.3 Declarations of Interest – Received from Cllr Shepherd in relation to item 87.10(ii) (payment to S Henderson).

87.4 Items from the Public - no report.

87.5 Items from the Police - no report.

**87.6 Presentation by Graeme Riley, Chair,
Downend & Bromley Heath Community Plan Steering Group**

Graeme Riley presented the draft Downend & Bromley Heath Community Plan to members, and asked for opinions of the issues and priorities identified and whether the indicated timescales were achievable. Members acknowledged that the Parish Council will be a practical partner in liaison with South Gloucestershire Council. D&BH PC will continue to support the Community Plan by having councillors attending the steering group meetings, and will support the project by carrying updates in the Parish newsletter and on the website. It is hoped the Community Plan group will provide input at Parish Council events/projects. The Parish Council will work in partnership with DBHCP to access sources of funding.

87.7 To confirm as a correct record the Minutes of Meeting held on 17.02.2011

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.

87.8 Matters Arising

Mezze at the Green Dragon – The License has been amended with all licensable activities ceasing at Midnight. New closing hours of 00.30 on Friday and Saturday evenings. Outside areas cleared of food and drinks by 22:30 and no alcohol allowed outside after this time. No use of patio heaters after 22:30 and noise limiters to be installed on all music types. An Appeal has been lodged by the Licensee relating to the Environmental Health report.

ACTION – Cllr Hunt will circulate the date of the Appeal to members when known.

Roundabout in Downend – SGC confirm that the roundabout will be seeded this season and the new design will be planted next spring.

ACTION – Clerk to contact SGC to request that the edging of the roundabout is repaired.

Social Car Scheme – Kingswood Community Transport have started up a ‘Doctors Shuttle’ taking patients to and from the Willow Surgery, Hillhouse Road. Progress has been excellent in the first week and additional Shuttles are being established. KCT have also been able to build closer links with the surgery.

Bristol Glazing – SGC Business Rates Department have visited the property unannounced. The house itself holds insufficient evidence to warrant calling in the valuation officer to assess the property for business use. This tallies with the owners claims that most of their business is carried out on site at clients properties. The roads and area around the property are not within the control of the planning department and it is clear from the complaint letters forwarded by the Parish Council that the main issue appears to be the parking of business vehicles in the surrounding roads. This cannot be directly controlled by SGC unless it can be directly attributed to business activities within the dwelling/curtilage. In conclusion, there is insufficient evidence to serve an enforcement notice on the property or garage for change of use. A Planning Contravention Notice will be re-served – if the owner does not respond this time SGC will prosecute. Only then will they be able to assess whether there are sufficient grounds to consider that a change of use of the garage and/or property has taken place. Clerk has requested that SGC send a letter to each of the complainants explaining the current situation and what is happening, which they have agreed to do.

87.9 Urgent Actions – None reported.

87.10 Finance

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

- Earmarked reserves total £95,374.06. **NOTED – Council continues to ensure that it has regard to the level of reserves when setting precepts.**
Play equipment for King George V has been ordered, although slight changes have been made to the original proposals as a result of consultation responses. This will mean a saving of approximately £8,000.
RESOLVED that any monies remaining from the £30,000 agreed to fund the project (see full Council Minutes January 2011) should be earmarked for future projects at King George V).
- Account balances – it was **NOTED** that a large invoice is due for the new play equipment at King George V playing fields. However, at the present time there is no requirement to transfer funds between accounts.
- Bank Account Signatories – Those currently authorised to sign cheques on the Parish Council account will continue to do so until new members have set up a bank instruction, following the elections.
- Internal Audit – The internal auditor for 2011/12 was **AGREED** as Fiona Thornton. A report was circulated to members reviewing the effectiveness of internal audit which was **AGREED**. Clerk’s salary and employment status was acknowledged – Clerk currently works 27 hours per weeks and is on the top of her scale (SCP 34) earning £20,897 per annum, in accordance with the scales from the National Association of Local Councils.
- Quotations for Parish Council insurance – Insurance renewal from AON amounts to £5,550.09. Clerk has sourced additional quotations on a like-for-like basis and has

received quotations from Came & Company (Aviva) and Zurich Municipal. Following a proposal by Cllr Poole, seconded by Cllr Lewis, decision unanimous – **RESOLVED to accept the quotation from Zurich Municipal on a 3 year option amounting to £3,821.71 per annum.**

- Quotations for Newsletter/Paper Samples – A member of the public had previously requested a review of the costs associated with the newsletter and quality of paper used. This has now been done and quotations received.
AGREED to continue to use the Staple Hill Press for future Parish newsletters, utilising the same quality of recycled paper.
- Repairs to dry stone wall at Cleeve Wood – SGC Property Services confirm that the land in question around the dilapidated dry stone wall is not registered to anyone. They further suggest that if the Parish Council liaise with Steetcare, restoration of the wall could proceed (if the Parish Council bear the costs involved). Streetcare welcome any joint approach that leads to an improvement in the area.
AGREED – Cllr Lewis will make contact with Janine at T-Shirt Printing & More to ascertain the views of the shopkeepers as to ownership of the land. Cllr Lewis will report back to the Clerk when legal enquiries will be made of South Glos Council Solicitors, if considered necessary.
- Spring Clean of Bus Shelters and Notice Boards – Tim Webb has been approached to clean all the shelters and has quoted £22 each (total £528). The five notice boards will be charged at £4 each. **AGREED for the work to be implemented in the spring.**
- Lloyds TSB Business Debit Card – Finance Committee acknowledge that cheques are to be phased out in the future. Clerk has received an application for a debit card for the Parish Council from Lloyds TSB but is seeking advice from ALCA on the way forward for Parish Councils with regard to electronic banking.
- Petty Cash – currently stands at £24.25. Finance Committee recommend a further £80 is allocated. **AGREED.**
- Payment to Charity of the Year – Although £286.50 has been raised at events throughout the year, it was **AGREED to increase this to £400.** Cheque will be presented to FAB at the Annual Assembly.
- Expenses – After taking advice from ALCA in the past, members acknowledged that expenses will not be reimbursed for printer cartridges. However, paper can be provided if required from time to time for Parish Council use.

(ii) To authorise payments, as detailed:

South Gloucestershire Bus & Coach Ltd	462 subsidy	£405.33
Land Registry x 4	Application for official copies of register x 4 re. public rights of way	£8 x 4
Bath & North East Somerset Council	Monthly Employers (10.8%) and Employees (6.5%) contribution for pension	£301.26
Salaries	Monthly payments	£1,292.56
Post Office Ltd	Quarterly Tax/NI payment to HMRC	£1,346.57
Oldland Parish Council	Joint Parishes Forum Recharge 2010/11	£121.00
Accord Office Supplies Ltd	Stationery	£33.01
Mrs A Hocking	Travel Expenses	£15.52
T Webb Window Cleaning	Monthly maintenance and repair to Downend village notice board	£212.00

S Henderson	Graphic design for newsletter	£480.00
Cash	Petty Cash (Postage)	£80.00
Zurich Municipal	Parish Council insurance (as recommended by Finance Committee)	£3,821.71
Frenchay After Burns Children's Club	Donation to Charity of the Year	£400.00
M Baker	Councillor expenses	£9.56
Avoca Marketing Solutions Ltd	Newsletter delivery	£633.60
The Staple Hill Press Limited	Newsletter printing	£1,585.00

Payments Received

Lloyds TSB - Total Bank Interest (February 2011)	£5.14
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AGREED that all payments should be met.

(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 28 February 2011 = £162,082.12. **NOTED.**

87.11 Risk Management 2010/11

All members received a copy of the Risk Assessments for 2010/2011.

RESOLVED that the existing audit and financial safeguards are sufficient and appropriate in relation to risks faced by the Council. D&BH PC gets assurance from the internal audit assessment and is of the opinion that this independent audit is sufficient.

AGREED that the Risk Assessments should be signed off for the end of year.

87.12 King George V Playing Fields

- i) Meeting held with Tina Rainey on 24 February 24 where the concerns of some of the consultees were looked at relating to the play equipment/fitness track.
- ii) As a result of a risk analysis exercise it was decided to modify the installation for the time being. The equipment on the cemetery side of the park has been ordered and installation will go ahead, possibly in April. The equipment that was to be placed on the path running along the Cleeve Lodge Close side will not be installed here for the time being. It is hoped to do further consultation with a Friends Group in the early summer about where this equipment might be better sited or whether that money would be best spent on equipment inside the present fenced area.
- iii) The Open Spaces Committee request that the Parish Council earmark the funds not spent at this time for further play/fitness equipment later this year (see Finance Committee report).

- iv) Noticeboard – Formal Licence still awaited. The matter has been chased up by the Clerk.
- v) Martyn Poole and Mary Lewis had an interesting meeting with a group of 17/18 year old pupils at Downend School as part of a project run by Envision. The group were looking at the availability and accessibility of fitness equipment for young people in the area. They have conducted a survey, the results of which will be available in a couple of weeks. They were interested in the equipment in George V but were also keen to have equipment at the school where it could be used in all weathers. It was suggested they work with the School and Downend Sports Centre and that they would have the support of the Parish Council in doing this.

87.13 To receive a report from the Planning Committee

One objection has been made in the past month, re: 6 Downend Road to be used as a storage/distribution centre. **NOTED.**

87.14 Brief reporting back from sub committees and groups

Events & Publicity:

Annual Assembly – All Chairs of Committees to submit their annual report to the Clerk by 8 April. Display boards need updating.

AGREED – Cllr Bob Jarvis and Cllr Elizabeth Shepherd to liaise with Cllr Janet Biggin.

Open Spaces & Skatepark:

Footpaths – Land Registry information has been received for paths at Sutherland Avenue and Lincombe Road. User Evidence Forms for Britannia Wood/Overndale Road path will soon be submitted to SGC.

Skate Park and Bromley Heath Park - Repairs still pending.

George V Playing Field – see 87.12.

Lincombe Barn Park

- Childrens Play Area - Work has started on the refurbishment.
- The crossing on Overndale Road is in the initial stages of construction.
- The Friends are holding a Spring Clean Event on Saturday 19 March starting at 10am.

Old Downend School Lower School Playing Field

- The proposal for a Queen Elizabeth Jubilee Park has been championed by MP Jack Lopresti who has been in contact with SGC. Information has been obtained from the Schools Assets Team and Fields in Trust.
- Communications with officers in SGC – Michael Follett, Play Officer and Simon Spedding, Streetcare. The responses have been mixed about the possibility of overcoming the 10 year rule and although there is some enthusiasm for the idea and there is not much will in SGC to take on a new park at this time. This will need to be taken forward post election.

Leap Valley

- Half of the path has now been resurfaced. A SGC Environment Grant has been obtained to do the other half. Contract and finances are still being sorted.
- The Friends are holding a Spring Clean on Sunday 20 March at 10am.

Other issues raised at the last meeting

- New Litter bins and Dog Bins. Watch still being kept at Church Lane/Cycle path and Christchurch Lane between the school and the Churchyard .
- Seats in Coop car park filling with water. Cllr Martyn Poole working on this
- Public Conveniences in Downend. Better signage from near Motaman. To be taken to next Open Spaces meeting.
- Light in lane by Apollo Blinds now working.
- Stone Wall at Cleevewood Shops. See Finance Minutes.

Downend Business Community: Social meeting to be held on 28 April. A leaflet from the DBC is being distributed with the Parish newsletter.

Traffic:

Cllr Richardson updated members on the responses to questions following the recent PTSE meeting. Bus service 4 will remain a half hourly service. Bus stop displays will relay 'real time' information. First Bus vehicles will be appropriately equipped. It is hoped that all buses in the area will be made compatible with real time equipment by the end of 2011. No response has been received to our request for advertising 4 & 5 bus services through Downend.

It has been reported to SGC that the stops at Wick Wick & The Leap (MRPC) are not accessible by wheelchair. Nothing further has been heard to date.

533 service information – SGC have advised that they will be altering timetables to include details of stops between Mangotsfield and Longwell Green.

Real Time Equipment – Costs have been confirmed as about £4,000 for the real time equipment, plus the cost of an electricity supply (£800 upwards, average £3,560). New shelters if needed, cost around £4,000. **NOTED.**

Disabled Parking advisory bays – SGC has responded as follows:

- Willow shopping centre side A432 end of bay approach to light controlled pedestrian crossing **AGREED**, rather than outside the Banks.
- Cleeve Wood Road – awaiting confirmation that D&BH PC has consulted with shops and are in agreement for it to proceed.
ACTION – Members of the Traffic Committee to consult with shopkeepers about the proposals for a disabled parking advisory bay at Cleeve Wood shops, as shown on the map sent by SGC.

Youth: No report.

Newsletter: Members congratulated Cllr Elizabeth Shepherd for an outstanding newsletter.

External Meetings:

South Glos Environment Forum – No report.

Safer Stronger Community Group Meeting – attended by Cllr Shepherd.

Crime prevention advice presentation was given, outlining advice on ways to prevent opportunist burglaries, particularly during the day. SGC provided information about the forthcoming census and there was also a brief update on progress with the DBH Community Plan. Various issues raised by members of the public, with the following priorities:-

- Resurfacing issues in Sandringham Avenue and Quakers Road lay by
- Speeding motor cycles along the ring road

- Pedestrian crossing – North Street
- Antisocial behaviour – Badminton Road/Farm Road
- Dangerous road conditions at the junction of Quakers Road/Fouracre Road will be addressed, along with the pedestrian crossing in Quakers Road.

87.15 Correspondence - A list of correspondence was circulated to Members. **NOTED.** Clerk also reported a letter detailing a notice of application for Street Closure Order at Cleeve Park Road, Downend to celebrate the Royal Wedding.

AGREED that a comment of 'No Objection' will be made to this application.

87.16 Reports from South Gloucestershire Councillors

Cllr Ian Smith has spoken with Jack Lopresti following the request by Cllr Poole for a park on the site of the former Downend Lower School playing fields, to be known as the Queen Elizabeth II Park, in celebration of the 60th Anniversary next year of the Queens accession to the throne.

Cllr Janet Biggin provided a report outlining a visit by Jitzy Centeno from Nicaragua, a Fair Trade and organic coffee grower. The visit was arranged by Bristol Link as part of the South Gloucestershire Fair Trade Week. Jitzy and members of the Fair Trade Steering Group attended many events and visited 20 schools, the feedback from which has been very positive with all schools saying they would like a repeat next year. An intensive programme but many lessons learnt.

The meeting closed at 8.55pm.

Chairman:

Date: