

DOWNEND AND BROMLEY HEATH PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 20 MAY 2010

Present:

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

Two members of the public.

ANNUAL BUSINESS

78.1 ELECTION OF CHAIRMAN 2010/11

Cllr Shepherd was proposed by Cllr Smith and seconded by Cllr Poole. With no other nominations,

RESOLVED: Cllr Elizabeth Shepherd duly elected as Chairman of Downend & Bromley Heath Parish Council for 2010-11.

78.2 TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Following acceptance and acknowledgement to Members, Cllr Shepherd subsequently read and signed the Declaration of Acceptance of Office.

78.3 CHAIRMAN'S REMARKS

Cllr Shepherd thanked members for placing their confidence in her to Chair the Council for her third year. She is keen for the Business Community to become established and to support the Community Plan Steering Group.

The resignation of Andy Welling was acknowledged. Clerk confirmed that the vacancy would be advertised on the website and on the Parish notice boards.

A discussion took place on how decisions made by the Parish Planning Committee are viewed by South Gloucestershire Council.

AGREED – Cllr Shepherd will request this matter is placed on the next agenda of the Parish Charter Group.

78.4 ELECTION OF VICE CHAIRMAN 2010/11

Cllr Lewis was proposed by Cllr Jarvis and seconded by Cllr Baker. With no other nominations,

RESOLVED: Cllr Lewis duly elected as Vice Chairman of Downend & Bromley Heath Parish Council for 2010-11.

Cllr Shepherd thanked Cllr Jarvis for his support during 2009/10.

78.5 APOLOGIES FOR ABSENCE

None received.

78.6 APPOINTMENT OF COMMITTEE REPRESENTATIVES AND WORKING GROUPS

Members were appointed to Committees and Working Groups, as per the attached document.

78.7 FINANCE

- (i) **Internal Auditor's Report** – A copy of the report submitted by Fiona Thornton, Internal Auditor, was examined by all Members and **AGREED**. Members thanked the Parish Clerk for an excellent audit report.
- (ii) **To receive Year End Financial Statements for 2009/10 and documentation for approval for Annual Return 2009/10** – Copies of Sections 1, 2 and 4 of the Annual Return and any additional documentation requested for submission to Mazars, External Auditors, were shown and explained to all Members. In addition, all end of year financial statements were examined **AGREED: The accounts and Annual Return be accepted.** Clerk confirmed that the Notices for the exercise of electors' rights will be displayed. Documentation signed by Chairman and Clerk.

NORMAL BUSINESS

78.8 DECLARATIONS OF INTEREST - none received.

78.9 ITEMS FROM THE PUBLIC - none received.

78.10 CONFIRMATION OF MINUTES FROM MEETING 15 APRIL 2010 /MATTERS ARISING

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

Page 1 – 77.4 – Clerk advised that SGC have now written to the owner of the garage in Christchurch Avenue concerning the use of a domestic garage in relation to Bristol Glazing Company. In addition, it has been brought to the owners attention that lorries and other business vehicles have been parking outside the garage on the highway. SGC advise that if the domestic garage is being used for business purposes, planning permission for a change of use will be required. Whilst considering this change of use against local plan policies, it is unlikely a change of use would be granted. The owner is to contact SGC Enforcement within one month. Failure for the owner to address this alleged breach of planning control may result in formal enforcement action.

78.11 URGENT ACTIONS

No report.

78.12 ITEMS FROM THE POLICE

No report.

78.13 REGISTRATION OF MEMBERS INTERESTS

Clerk advised members to check the copy Register held and to report any changes to the Monitoring Officer at South Gloucestershire Council.

Legal & Democratic Services have acknowledged that the Code of Conduct pocket guide is merely a reminder of the key points of the Code. Members should refer to the full Code of Conduct Guide which is a far more comprehensive guide and explanation of the Code.

78.14 VACANCY FOR COUNCILLOR – BROMLEY HEATH EAST WARD

(Bob Pedwell left the room prior to this agenda item). Letter of application received from Bob Pedwell, which was circulated to members. Following a proposal by Cllr Jarvis, seconded by Cllr Wells,

RESOLVED to appoint Robert Pedwell as Councillor for Bromley Heath East Ward. Mr Pedwell duly signed his Declaration of Acceptance of Office.

78.15 FINANCE

(i) Recommendations from the Finance Committee –

AGREED AND NOTED AS FOLLOWS:

- REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT – The Finance Committee has reviewed this matter and no items of concern have been raised.
- GRANT APPLICATIONS – (See list of donations in ‘Cheques for authorisation’ below). The Downend Local History Society have been advised that their application will be deferred until the next round of grant applications, after receipt of a progress report on alternative funding sought and received.
- BROMLEY HEATH FESTIVAL - £500 to be donated.
- PAGE PARK EVENT – A double space will be required at the event.
- SPRING CLEAN OF BUS SHELTERS & NOTICE BOARDS – Cost for implementing the Spring Clean has increased to £23 per bus shelter and £5 per notice board. General costs for bus shelter cleaning will increase with effect from September to £8 per shelter.
- NEWSLETTER – Quotation received from Staple Hill Press to produce the Summer edition of the Parish newsletter in the sum of £660. Accord Office Supplies currently charge £950. Finance Committee recommend acceptance of this quotation.
- PURCHASE OF GOVERNANCE & ACCOUNTABILITY (ENGLAND) – A PRACTITIONERS GUIDE – Clerk requested permission to purchase this publication.
- PETTY CASH – An additional £50 is required.
- COLOUR PRINTER CARTRIDGE – one cartridge to be ordered costing £35.98.
- LOCAL COUNCIL REVIEW – Renewal of subscription will cost £13.50.
- TRAINING FOR CLERK – SLCC are holding an event ‘Information Technology and the Parish Clerk’ at a cost of £5.

(ii) Payments for authorisation

Payments made prior to meeting

T Webb Window Cleaning	Monthly maintenance	£188.00
Fiona J Thornton	Internal audit fee	£150.00
NALC	Subscription – Local Council Review	£13.50
BT	Quarterly telephone and broadband payment (direct debit)	212.89

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	£40.46
Pomphrey Hill Community Sports Association	Donation	£4000.00
South Gloucestershire Citizens Advice Bureau	Donation	£3000.00
Society of Local Council Clerks Glos N/Avon	Training for Clerk	£5.00
Cash	Petty Cash	£50.00
Mrs A Hocking	Reimbursement for Dell printer cartridge	£35.98
Childrens Playlink	Donation (S137)	£1000.00
Badminton Road Methodist Church	Donation	£3000.00
Downend & Bromley Heath Community Plan	Donation	£2000.00
Soundwell Swimming Club	Donation (S137)	£500.00
Bromley Heath Community Festival	Donation	£500.00
Society of Local Council Clerks	Purchase of 2010 Practitioners Guide	£22.00
Action Print	Printing and copying	£58.28
Accord Office Supplies Ltd	Stationery	£66.34
Clear Media UK Ltd	Updates to website	£740.25
City Illuminations Ltd	New Christmas Lighting	£405.38
Downend Baptist Church	Hire of room x 2 months	£75.00

Payments Received

Total Bank Interest (April 2010)	£5.30
HM Revenue & Customs (VAT repayment for 2009/10)	£3,648.77
South Gloucestershire Council (Precept for first half of year)	£42,300.00

(iii) Spend against budgets

Members viewed the current budget report. No questions were raised.

78.16 NOMINATIONS FOR CHARITY OF THE YEAR

One nomination received – ‘Frenchay After Burns Children’s Club’ – an independent fundraising charity whose aim is to provide ongoing support to burn-injured children and their families from injury through to adulthood.

AGREED to appoint Frenchay After Burns Children’s Club as D&BH PC’s charity of the year for 2010/11.

78.17 COMMUNITY PLAN

Cllr Poole confirmed that the questionnaires have now been delivered throughout the parish and will be collected week commencing 24 May. The survey is also ‘live’ on the Parish Council’s website. Posters, flyers and banners are promoting the project and the Town Cryer has agreed to ‘cry’ at Bromley Heath School on Friday 21 May at 3pm and in Downend Centre on Saturday 22 May at 11.30am.

78.18 PARISH COUNCIL WEBSITE

All alterations have now been made to the website, as agreed. **NOTED.**

78.19 OFFICE ACCOMMODATION

No report.

78.20 PLANNING COMMITTEE REPORT

No objections have been raised to all applications recently received from SGC. A revised application for 21 Lincombe Road will be viewed at the next committee meeting.

Regarding Deanna Court flats, Cllr Biggin advised that apparently the maintenance company are asking each resident for £10,000 to cover various jobs that have not been implemented over the years, on top of the annual £1,000 maintenance charge. Whilst noting the situation, members recommended residents should appoint a Solicitor to act on their behalf.

78.21 BRIEF REPORTING BACK FROM SUB COMMITTEES AND GROUPS

Downend Business Community: Cllr Jarvis and Cllr Lewis attended a meeting on 17 May. The group are looking at promoting the DBC by producing flyers for the next Parish newsletter. Production of a website is ongoing. Investigations are being made into how the appearance of the empty shops can be improved and SGC are consulting with the group on signage.

Events & Publicity:

REPORT BACK FROM ANNUAL ASSEMBLY: A poorly attended meeting. Cllr Shepherd will visit David Upjohn to obtain a photograph for the next newsletter.

REPORT BACK FROM LINCOMBE BARN SPRING FAIR: Two tables were used for both the Parish Council and Community Plan, although visitors were not enthusiastic to complete the on-line questionnaire.

DOWNEND CYCLE RIDE: Mangotsfield Rural Parish Council may possibly have two Councillors joining the ride and can offer help with marshalling.

CHRISTMAS 2010: Hazel Lynes from Hazel Holly Florist has outlined some ideas from the Business network. Eight businesses have, to date, agreed to hang blue icicle type lights inside their shops and more talks will reveal which owners will remain open on 26 November. It has been suggested to have a very simple Christmas card made and the shops which will be open can stamp the card for the children. Cards will be entered into a draw with the winner receiving a prize. It is also hoped to have the shops at Cleeve Wood and Quakers Road 'hosted' on the High Street having a table nestled within or near a bigger shop.

Clerk and Cllr Biggin met with the Landlord of the Horseshoe Public House to ascertain the exact amount of car park space that he will allow to be used for the switch-on event. It has been agreed that the car park chain will be taken down. The Landlord has signed a sketch of the area as confirmation.

PAGE PARK CENTENARY – Hazel Lynes suggested that the Downend Business Community may be interested in participating. The event will be organised as per the Lincombe Barn Sale.

Open Spaces & Skatepark:

- Cllr Lewis confirmed that the documentation necessary to recognise the path from Heath Court to Oakdale Court as a Public Right of Way is now being processed with SGC.
- **ACTION – Clerk to contact Don Edwards and thank him for his input with this project.**
- The play area at Lincombe Barn is now in the second phase of the Playbuilder Scheme.
- Planting of the Community Orchard has been publicised in 'Networking News'.
- A meeting is being arranged with SGC about the flooding of a path in Leap Valley.
- Request for a dog bin has been received sited at the end of Church Lane, which will be investigated.
- The roundabout in Downend and the brickwork around the trees on the pavements all require maintenance work.

ACTION – Clerk to approach South Gloucestershire Council.

Traffic: South Gloucester Bus & Coach are considering the introduction of an extra mid-morning journey on the 462 service, to possibly commence on 2 August. Operating costs will be about £30 per journey. 90p will be received from each bus pass user and £2.50 single (£3.50 return) from other passengers. A small subsidy may be required but it is hopeful of being self financing.

Dropped kerbs have been provided at South View at the junction with Hill House Road which do not meet the official guidelines. D&BH PC have not been consulted about this.

Disabled parking bays at Downend & Cleeve Wood shops – to be discussed at the next meeting of the Traffic Committee.

Youth: Cllr Whittaker has arranged a meeting with Mr Quinnell at Downend School and hopes to attend with members of the Youth Committee.

Newsletter: Cllr Shepherd advised that the front page will be different in the Summer edition, as requested. Photos of the Bike Ride should be e-mailed by 20 June.

External Meetings:

SAFE & STRONG PARISH MATTERS EVENT: Attended by Cllr Shepherd. Brainstorming exercise on the content for the Autumn Parish Matters day scheduled for 29 September, 3pm-9pm at the Kendleshire Golf Club.

DOWNEND SPORTS CENTRE STRATEGIC MANAGEMENT COMMITTEE: No report.

JOINT PARISHES FORUM: Attended by Cllr Shepherd and Clerk.

- Andy Porter addressed the meeting regarding the Part Night Lighting Scheme, explaining the options for Parish Councils to become involved in the project and support the efforts of SGC to reduce electricity costs and the Council's carbon footprint.
- With effect from 31 March 2010, Community Action has closed. The Parish Charter Working Group will consider if another body can serve the needs of Parish Councils.
- Cross Border Planning Matters – Great benefit can be achieved by member parishes supporting each other in cross border planning matters. SGC appear to have become more amenable to sharing consultation options.
- Cllr Downing thanked Councils who had sent a representative to the Oldland Parish Civic Service.

78.22 CORRESPONDENCE

Downend School are seeking someone from the local community to join the Board of Governors.

Clerk advised of the Engage 2010 Festival of Culture, Saturday 16.10.2010.

78.23 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS

- Councillor Smith was delighted to announce the appointment of Councillor Janet Biggin as Chairman of South Gloucestershire Council, following an official ceremony held on 19 May.
- Kingswood Civic Centre is to close for refurbishment. The Planning Department is now at the new offices at Nibley.
- Cllr Biggin and Cllr Poole attended the Green Dragon for the 'prior to the public opening'.
- Cllr Biggin attended the Festival of Youth Sport on 24 April.
- A new kerbside collection of food boxes and plastic bottles throughout South Gloucestershire will commence in the near future.

Cllr Shepherd wished Cllr Biggin every success for her year in Office.

Downend & Bromley Heath Parish Council has also been represented at ALCA training courses (Cllr Baker – Councillor Training; Clerk – Preparing for Audit and General Finance) and the Oldland Parish Council Civic Service (Cllr Jarvis).

Meeting closed at 9.10pm.

Chairman:

Date: