

DOWNEND AND BROMLEY HEATH PARISH COUNCIL

MINUTES OF ANNUAL MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 12 MAY 2011

Present:

Downend & Bromley Heath Parish Councillors: Mike Baker, Janet Biggin, Jon Hunt, Mary Lewis, Kathy Morris, Martyn Poole, Graeme Riley, Elizabeth Shepherd and Angela Hocking (Parish Clerk).

4 members of the public.

ANNUAL BUSINESS

88.1 ELECTION OF CHAIR 2011/12

Cllr Graeme Riley was nominated, seconded and elected unopposed.

RESOLVED: Cllr Graeme Riley will serve as Chairman of Downend & Bromley Heath Parish Council for 2011/12.

NOTED – the Community Plan Group will debate and make a decision on a new Chair for the Group at their next meeting on 1 June.

88.2 TO RECEIVE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

88.3 CHAIR'S REMARKS

Cllr Riley congratulated the outgoing Council and Chairman for the excellent work carried out over the last 4 years.

88.4 TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS

Clerk advised that as the election process has now passed, the Parish Council may co-opt to fill the four vacancies at Downend West Ward x 2, Downend East Ward x 1 and Bromley Heath East Ward x 1.

Members were circulated with applications from Peter Hinsley and Paul Gould. After discussion,

RESOLVED to appoint Peter Hinsley as Parish Councillor for Downend West Ward. Mr Hinsley subsequently signed his Declaration of Acceptance of Office.

RESOLVED to appoint Paul Gould as Parish Councillor for Downend East Ward. Mr Gould subsequently signed his Declaration of Acceptance of Office.

ACTION – Clerk to advertise the other vacancies on the Parish notice boards and website.

88.5 TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED

All Declarations of Acceptance of Office had been received.

88.6 ELECTION OF VICE CHAIR

Cllr Elizabeth Shepherd was proposed by Cllr Lewis and seconded by Cllr Biggin. With no other nominations,

RESOLVED: Cllr Elizabeth Shepherd duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2011/12.

(Cllr Riley left the meeting).

88.7 APOLOGIES FOR ABSENCE

None received.

88.8 APPOINTMENT OF COMMITTEE REPRESENTATIVES AND WORKING GROUPS

Members were appointed to Committees and Working Groups, as per the attached document. Cllr Poole proposed that the Youth Group should be renamed, taking into account other age groups within the community.

RESOLVED – Youth Committee to discuss at their first committee meeting and bring a recommendation to full Council.

88.9 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 2010/11 and documentation for approval for Annual Return 2010/11** – 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

88.10 DECLARATIONS OF INTEREST - none received.

88.11 ITEMS FROM THE PUBLIC

Mr B Jefferies highlighted the need for changes to the boundary wall of the Horseshoe Pub, which is currently very restricting for people in wheelchairs or using a push chair.

ACTION – by Members of the District Council.

88.12 CONFIRMATION OF MINUTES FROM MEETING 17 MARCH 2011

The Minutes were **AGREED** as a true record and subsequently signed by the Chairman.

88.13 MATTERS ARISING

- 87.8 – Mezze at the Green Dragon – Date of Appeal is 13 June 2011, 09:00 hours at North Avon Magistrates. **ACTION – Clerk to provide Cllr Hunt with a copy of the letter sent by D&BH PC.**
- 87.10 – Clerk has applied to the Land Registry to ascertain ownership of the land at Cleeve Wood.
- 87.14 – SGC have given permission to install a notice board at King George V. Clerk has now placed the Order with Greenbarnes.
- 87.14 – The zebra crossing on Overndale Road has been installed.
- Downend Lower School (Cllr Shepherd declared an interest) – Cllr Poole queried how funds can be accessed for making this a Jubilee Park. See Open Spaces report below.

88.14 URGENT ACTIONS

- Clerk has ordered repairs to the notice board at Lincombe Barn. **NOTED.**
- Clerk has ordered repairs to the Parish Council's printer/copier. **NOTED.**

88.15 ITEMS FROM THE POLICE

No report.

88.16 REGISTRATION OF MEMBERS INTERESTS

Clerk reminded members that the law requires all Councillors to complete a Register of Members' Interests within 28 days of taking office. These should be returned to the Clerk at the earliest opportunity for forwarding to South Gloucestershire Council. Councillors were reminded that they should notify the Monitoring Officer in the future of any changes to their register by completing and signing a new register, again within 28 days of the changes occurring.

88.17 FINANCE

(i) Recommendations from the Finance Committee –

- **Internal Audit** – Auditor has recommended Council to draw up a specific 'Cash Handling at Events Policy' as part of its ongoing risk management. A system of physical checking of cash needs to be incorporated to minimise the risk of fraud/or even allegations of fraud. Also, the personal safety of the Clerk should be considered. At present the Clerk transports the cash on foot, alone, back to her car to travel home. Council have a duty of care towards their employee and should therefore safeguard the physical safety and integrity of their employee.

NOTED. Events Committee to nominate a Member of the Council, in addition to the Clerk, to be in charge of cash received at events.

ACTION – Clerk to amend Risk Assessment, in line with the Auditor's comments.

AGREED that it would be difficult to manage a system to physically check cash received at an event. Current policy relies on the Clerk to count cash

and deposit takings at the Bank at the earliest opportunity. This was still considered the only solution at the present time.

It was also recommended that the current collection buckets should be replaced with secure lockable containers.

- **Grant applications received** – (See payments for authorisation). Clerk advised that one application brought forward was to award Molly Winstone with £250 to help cover the cost of Molly's wrestling training. However, after seeking advice from ALCA, they have confirmed that such a grant cannot be given to an individual.
- **Approval of Asset Register** – The Asset Register was **NOTED & AGREED**.
- **Petty Cash** – **AGREED** to authorise a further £70.
- **King George V** – SGC have confirmed that the new play/fitness equipment at King George V will be covered by South Gloucestershire Council's own insurance. The agreement with the Parish Council was that SGC would buy and install the equipment but recharge the cost back to D&BH PC. The equipment will then be owned by SGC but sponsored by the Parish Council. Insurance will be covered under that already held by SGC for the playing field. **NOTED**.

(ii) Payments for authorisation –

Payments authorised at Finance Committee as no full Council meeting held in April:-

T Webb Window Cleaning	Monthly maintenance	£212.00
South Gloucestershire Council	Costs to set up Licence for notice board at King George V Playing Fields	£50.00
Bath & North East Somerset Council	Monthly Employers (11.5%) and Employees (6.5%) contribution for pension, including additional £100 deficit recovery	£413.45
Active IT	Computer issues with HMRC software Printer/copier checks	£25.00 £12.50
Yate Town Council	Joint Parishes Night Bus Meetings for 2010/2011	£97.55
South Gloucestershire Council	Contribution towards play equipment at King George V Playing Fields	£21,054.65
Salaries	Monthly payments	£1,311.49
Mrs A Hocking	Travel Expenses £22.38 Annual homeworking allowance £156.00	£178.38
South Gloucestershire Bus & Coach Ltd	Monthly subsidy for 462 service	£457.08
Action Print	Colour copying	£43.68
Accord Office Supplies Ltd	Stationery, including new laser cartridge	£131.90
C Cook	Printer repairs	£95.00
The Information Commissioner	Data Protection Subscription renewal	£35.00
Fiona J Thornton	Internal Audit Fee	£160.00

Payments to be authorised (May):-

BT	Quarterly Broadband and telephone (Direct debit)	£340.98
St John Ambulance	Participation at Parish Event	£42.89
Active IT	Remote computer assistance	£25.00
Cash	Petty Cash	£70.00
Land Registry	Land Searches ref. Cleeve Wood	£5.00
South Gloucestershire Council	Skatepark Maintenance (6 months)	£517.28
T Webb Window Cleaning	Monthly maintenance and repairs to Lincombe Barn notice board	£262.00
Avon Local Councils Association	Annual Subscription	£1,226.65
A Hocking	Salaries	£1,311.29
Bath & North East Somerset Council	Monthly Employers (11.5%) and Employees (6.5%) contribution for pension	£313.45
Pomphrey Hill Community Sports Association	Donation (final payment from 3 year agreement)	£3,000
Bromley Heath Community Festival	Donation	£500.00
Childrens Playlink	Donation (S137)	£1,000
Kingswood Community Transport	Donation (S137)	£500
Faith Youth Club	Donation	£500
Bromley Heath Scout & Guides	Donation	£500
St Augustine of Canterbury Primary School	Donation	£500
Vitalise	Donation (S137)	£500
Downend Library	Donation	£150
Badminton Road Methodist Church	Donation (for Messy Play)	£500
South Gloucestershire Bus & Coach Ltd	462 subsidy	£300.16
Mrs A Hocking	Travel expenses	£10.09
Action Print	Copying and printing of business cards	£84.80
Accord Office Supplies Ltd	Stationery	£97.95
Land Registry	Searches at Cleeve Wood	£8.00
Downend Baptist Church	Room hire	£37.50

Payments Received:-

Lloyds TSB - Total Bank Interest (March 2011)	£4.79
Lloyds TSB - Total Bank Interest (April 2011)	£5.64

All the above **NOTED & AGREED.**

Bank reconciliation as at close of business on 30 April 2011: £169,668.92.

- (iii) **Cheque signatories** – In view of the change of membership of the Parish Council, Clerk advised that four members of the Council would be required to become signatories on the Parish Bank Accounts. Current policy is for any two members of the Council to sign cheques, in addition to the Parish Clerk. **AGREED to add: Cllr Riley, Cllr Lewis, Cllr Baker and Cllr Biggin as cheque signatories, in addition to Cllr Shepherd and the Parish Clerk.**

Clerk reported that the Downend & Bromley Heath Community Plan Group had written seeking funding of up to a maximum of £1,000 to help support the costs of printing, distributing and launching the Plan, particularly as VAT has increased to 20%. After discussions,

AGREED to provide £1,000 to the Community Plan Group, as requested.

88.18 NOMINATIONS FOR CHARITY OF THE YEAR 2011/12

Matter to be placed on the Council agenda for June.

88.19 PLANNING COMMITTEE REPORT

Only two objections raised at the recent Planning Committee meetings:

- (i) 5 Cleeve Avenue, Downend - Alteration to roofline to include Juliette balcony to form loft conversion – Objection - Alteration of the roof line is out of keeping with the other properties in the terrace and will have too great an impact.
- (ii) 4 Wedgewood Road, Downend – Erection of 1 no. detached dwelling with access, parking and associated works – Objection – Not enough information relating to the 3 x trees on site.

88.20 REPORTING BACK FROM SUB COMMITTEES AND GROUPS

- **Downend & Bromley Heath Community Plan** – Official launch is scheduled for 11 June 2011. The group will also be at the Heathfest on 2 July. Delivery of the final plan is set for the first two weeks of June to all residences in the parish.
- **Downend Business Community** – No report. Recent social event coincided with Parish Annual Assembly.
- **Events & Publicity**
Heathfest - Saturday 2 July from 12.00 – 5pm. Members **AGREED** that a double pitch should be reserved, with the Community Plan Group using some space on the stand to promote the Plan.
Page Park – Armed Forces Day set for 25 June.
Quakers Road Post Office – Fun day on 29 May 2011, 11.30am-6pm.
Lincombe Barn Spring Fair – Members agreed that it was too late to attend the Spring Fair on 14 May.

- **Open Spaces**

- **Footpaths**

- Footpaths at Bromley Heath Avenue, Bury Hill View and Sutherland Avenue have been checked following reports by residents of litter/fly tipping. These have been reported to Street Care and have been dealt with.
- Notices are up at either end of the lane at Sutherland Avenue through Badminton Road Playing Fields to Westerleigh Road, in an attempt to get this footpath officially classed as a Public Right of Way and put on the definitive map. Cllr Poole will be collecting Witness Statements from local residents, as required by SGC.

- **Skate Park and Bromley Heath Park**

Repair work to surface has now been actioned.

- **George V Playing Field**

- The new equipment has been installed and looks excellent. It has been well used since it was finished and everyone who has been spoken to is very positive and enthusiastic about it. The adults and older teenagers particularly like the fitness equipment.
- The table tennis table is from a different supplier and will be installed as soon as possible.
- The zip wire is too low and needs some adjustment but SGC has this matter in hand.
- The licence for installation of the notice board has now been granted and that should be installed soon. We will be able to use this to advertise that the Parish Council had the equipment installed and to advertise for people to join a Friends Group.
- Cllr Poole has painted more of the rubbish bins yellow which has also been positively received. He has identified some that are in need of repair. Reported to SGC.
- He has also identified a safety problem with a 15 metre high stone wall that is leaning in to the park on the Cleeve Lodge Close side of the park. This has been reported to SGC Building Control.
- Some shrubs planted by St Augustines School last year have not survived the Winter. Matter to go to next Finance Committee meeting.

- **Lincombe Barn Park**

- Childrens Play Area. Work is due to be completed this week including the fence around the play area. The equipment looks exciting for the children. The 'official opening' was scheduled for Saturday 14 May at 11am with a photo shoot, but this has now been postponed.
- The crossing on Overndale Road is completed and in use. The extra globes on the poles at the roadside are now in place.

- **Old Downend School Lower School Playing Field**

- No further information about change of use, 10 year rule etc but two SGC Officers, Gail Lambert and Vicky Barlow, are working to promote the use of the playing fields amongst the community and there is an Active Family Club there on Wednesday evenings from 6-7pm.

- **Traffic**

A report from the previous Traffic Committee was circulated outlining items which need to be followed up by the new committee. In summary, review of bus service 462 subsidy, 533 timetable information, new bus shelter for Oakdale Road, concerns on narrow central island on Bromley Heath Road/Quakers Road junction and parking provision for the disabled at Cleeve Wood Road. **NOTED.**

ACTION by the new Traffic Committee.

- **Youth** – No report.
- **External Meetings -**

Cllr Shepherd has represented D&BH PC at Oldland Parish Council Civic Service.

88.21 COUNCILLOR TRAINING REQUIREMENTS

Clerk asked members to consider any specific training requirements that would be beneficial in order that enquiries can be made of South Glos. Council, Avon Local Councils Association (ALCA) or the Society of Local Council Clerks (SLCC).

ACTION – Clerk to forward details of the ALCA website to members so they can keep updated with training possibilities.

88.22 CORRESPONDENCE

- Letter from the Avon Pension Fund – Following the elections, a Town/Parish Councillor representative will need to be appointed to the new committee and the APF invite nominations to be put forward for this role. **NOTED.**
- Clerk reminded members that it is the 25th Birthday of the Bromley Heath Neighbourhood Watch and all Parish Councillors are invited to attend the Annual and Community Engagement Evening on 25 May from 7.30pm at Bromley Heath Junior School.
- ALCA South Gloucestershire Area Group Meeting – 26 May 2011, 7.15pm for a 7.30pm start in Charfield Memorial Hall. Cllr Shepherd to attend.

88.23 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS

South Gloucestershire Councillors Janet Biggin, Jon Hunt and Kathy Morris were elected on 5 May.

Cllr Biggin has attended an event at Frenchay Hospital. Cllr Morris enquired about running a coffee morning in liaison with Downend Library (to be added to the agenda for June).

Meeting closed at 9.08pm.

Chairman:

Date: