

DOWNEND & BROMLEY HEATH PARISH COUNCIL

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

Present:

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

5 members of the public.

93.1 Welcome from Cllr Riley who confirmed that Peter Hinsley had resigned from Downend & Bromley Heath Parish Council. Notices advertising this position have been posted on the parish notice boards and website. If no requests for an election are received by 21 November, the Council may co-opt to fill the vacancy. Peter sent his best wishes to members saying that Council had proved a positive experience for him.

93.2 Apologies

Cllr David Mathews was not present.

93.3 Declarations of Interest

None received.

93.4 Items from the Public – Residents from Woodlands Rise addressed the meeting. The residents had received correspondence from South Gloucestershire Council outlining proposals to make the footpath to the rear of their properties into a Public Right of Way. Following discussions, Cllr Lewis confirmed that it had been the Parish Council's intention to make the newly constructed path through the middle of Britannia Wood into a PROW, not the path at the back of Woodlands Rise.

AGREED – Clerk to contact SGC PROW to amend the claim as detailed above. No further action will be taken in connection with the path at the rear of Woodlands Rise. Residents will be kept informed of future developments.

93.5 Items from the Police – None received.

93.6 Presentation by Andrew Porter and Simon Spedding, South Gloucestershire Council, re. Part Night Street Lighting

South Gloucestershire Council Officers provided a short presentation detailing sections of 'A' roads in the parish where it is proposed to switch off street lighting in an attempt to save money and reduce the carbon footprint, yet having minimal impact on residents. In total 16 street lights are to be switched off. This will be implemented in the spring of 2012 and reviewed after 6 months.

93.7 To confirm as a correct record the Minutes of Meeting held on 20.10.2011

RESOLVED: to accept the Minutes as a true record.

93.8 Matters Arising

- Cllr Riley advised that an initial meeting had taken place with members regarding the Cleeve Wood project.
- Page 2 – Printer - Clerk has received an email from a resident, Hugh Morgan. Mr Morgan has a powerful colour HP printer which he feels may be put to good use by the Parish Council or another suitable worthy cause. The printer is in very good working order but requires some replacement ink cartridges. It will be given free of charge. **AGREED – Clerk to respond to Mr Morgan suggesting he offers the printer to Badminton Road Methodist Youth Club.**
- Page 3 – Cllr Morris confirmed that she had met Helen Stone from Volunteering Kingswood and the Librarian at Downend Library. The coffee mornings are being organised on Fridays (rearranged from Mondays) and arrangements are well in hand.
- Page 4 – Amanda Morris from Matters Magazines has accepted the Parish Council's invitation to judge the Best Dressed Christmas Window competition.
- Downend School has accepted the invitation to turn on the Christmas lights.
- Page 8 – Clerk has received a telephone call from Ian Smith thanking the Parish Council for the letter of congratulations sent to him in October.
- Bristol Glazing – SGC has confirmed that the court hearing for prosecution will take place on 6 December. A report will be issued at that time.

93.9 Urgent Actions – Clerk advised that two of the Christmas motifs require minor repairs although following discussions today between City Illuminations, SGC and the Parish Council it has been agreed that the work does not need to be implemented until after Christmas. Costs are expected to be in the region of £100 per motif + £40 for transit. **NOTED.**

93.10 Finance

(i) To instruct payments as per attached schedule –

BT	Quarterly telephone charges and broadband	£277.07
S Henderson	Graphic design services re Autumn newsletter	£240.00
South Gloucestershire Council	Dog bin emptying June – October 2011	£107.71
Salvation Army	Donation – playing Christmas Carols at Christmas Lighting Event	£175.00
Avoca Marketing Solutions Ltd	Delivery of newsletters	£436.80
South Gloucestershire Council	Supply and installation of new dog bin at Bury Hill View	£315.20
Salaries	For November 2011	£1311.29
Bath & North East Somerset Council	Pension payments	£313.45
Mrs A Hocking	Expenses	£15.70
South Gloucestershire Bus & Coach Ltd	462 subsidy	£72.74
J Biggin	Reimbursement for purchase of surge protector for D&BH PC	£17.99
Accord Office Supplies Ltd	Stationery	£52.58

T Webb Window Cleaning	Monthly maintenance	£216.00
The Staple Hill Press Limited	Printing of newsletter	£778.00
Avon Local Councils Association	Clerk's training 'Budgets & Finance Management'	£45.00
Downend Baptist Church	Room hire	£45.00
J Biggin	Reimbursement for Christmas items	£13.98
Cash	Petty Cash (Postage) – see below	£100.00

Payments Received:-

Total bank interest	£5.31
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(ii) Spend to date against budgets / Account balances -

All members received an up-to-date budget report. No questions were raised. Total of all bank accounts at close of business on 31 October = £173,778.94. Bank reconciliation made available for members to view.

Clerk advised that the Internal Audit report would be discussed at the next Finance Committee meeting on 29 November and brought to Council in December.

Clerk reported that the current balance of the petty cash stands at £0.40 due to the recent posting of newsletters.

AGREED to authorise a further £100.

93.11 Mezze at The Green Dragon

At a meeting of the Safer Stronger Group, residents raised concerns about the licensing hours at The Mezze, together with issues relating to patrons parking their cars on the pavement, thereby obstructing the footway. The licensing hours issue has now been resolved but the parking is still a cause for concern. It had been anticipated that the Safer Stronger Group initiative fund would fund part of the cost of erecting a post and chain fence to delineate the pavement from the car park at The Mezze, although at the last meeting the SSG voted not to support this scheme and to refer it back to the Parish Council. After discussion and a proposal from Cllr Shepherd, seconded by Cllr Hunt,

AGREED that D&BH PC sets aside £1000 in its budget for 2012/13 to help part fund this scheme. Cllr Shepherd and Cllr Hunt will report this to the next SSCG meeting.

AGREED to make this an agenda item for January's full Council.

93.12 South Gloucestershire Citizens Advice Bureau - Update

Following a recent visit by the Citizens Advice Bureau to a meeting of the Parish Council, Clerk circulated a letter received from the CAB asking the Council to consider, when contemplating its budgets for 2012/13, making provision for a donation. In addition, members were provided with a copy letter from South Gloucestershire Council clarifying

the welfare debt and benefits advice financed by them. SGC will continue to fund these services at the same level as previously, ie £268,540 per annum. **NOTED.**

93.13 Away Day

Cllr Riley provided members with an updated programme for the Away Day. The afternoon session will now be combined into one main item.

AGREED to accept the revised format for the day, all as detailed.

93.14 Parish Council Newsletter

(Cllr Poole arrived at 8.05pm).

A meeting was held with Cllr Mathews, Cllr Shepherd and the Parish Clerk to assess how the current newsletter is compiled and to discuss ways to achieve a more informative and interesting publication which is more proactive. It is almost certain that any improvements to the newsletter will involve a financial implication.

AGREED – to revamp the newsletter and website to boast a corporate image. The newsletter to be undertaken as a priority with the website being undertaken as a separate entity.

AGREED to seek new tenders for the art work.

AGREED to increase the budget for the newsletter production by an additional £1000 in 2012/13.

AGREED to collect newsletters from other sources and look at options available, ie, A4/A5 etc...

AGREED to make this an agenda item for December.

93.15 Events

Christmas in Downend – Cllr Biggin outlined the programme for the evening which was **NOTED & AGREED** by all members. It is anticipated that Christmas 2012 may involve closing part of Westerleigh Road/Buckingham Gardens but this will be discussed at the committee meeting in January 2012. Participants involved in the Best Dressed Christmas Window Competition will be circulated to Amanda Morris prior to 25 November.

ACTION – Cllr Biggin to send a list of participants to Amanda Morris.

Cllr Riley advised that the shops at Cleevewood are proposing to hold a Christmas Fair on Saturday 3 December 2011 and Councillors are invited to attend.

Annual Assembly 2012 – Clerk asked members to consider a date for the Annual Assembly in order that a venue can be booked. In addition, nominations were invited for D&BH PC's Parish Champion.

AGREED – Proposed date Thursday 26th April 2012.

ACTION – Clerk to contact the DBC to ensure that this does not clash with any of their meetings, prior to booking.

93.16 Members' Concerns – to be noted

- Flooding in Downend Road – **ACTION - Clerk will chase Streetcare.**
- Cllr Shepherd advised that Patchway Town Council residents have sent a petition requesting a boundary review.
- Cllr Morris reported flooding outside the entrance to Lincombe Barn.
ACTION – Clerk to report to Streetcare.
- Cllr Poole advised that Mr and Mrs Criddle from Grace Road had been in contact. This elderly couple have lived in Downend all their lives and have saved money to buy a burial plot at Mangotsfield Cemetery. South Gloucestershire Council has said they are unable to do this as the cemetery is nearly full. However, it has come to light that people from outside the local area have been buried in Mangotsfield Cemetery, which has made the availability of plots even more difficult. Cllr Biggin has taken this matter forward with the Minister at Pendennis Evangelical Church, South Glos. Council and Jack Lopresti.

AGREED – D&BH PC to write to SGC requesting written facts about burials at Mangotsfield and insisting on a review of the situation.

AGREED – Letter to be sent to Mr Criddle explaining what the Parish Council has done as a result of his concerns.

- Cllr Riley will be arranging a visit for members of the Parish Council and Community Plan to visit the new Science Park.

93.17 To receive a report from the Planning Committee

Cllr Baker circulated a report to members. It has been agreed that the planning committee will now meet on the 1st and 3rd Tuesday of each month.

All applications reviewed with no objections except for PK11/2653/F, 2 Church Lane, Downend – erection of 4 no. dwellings with new access and associated works. Response to SGC – ‘Objection made to overcrowding on the site which is more suited to three properties. Insufficient parking for dwellings facing Church Lane’.

Proposed base station site-share at The Willows Shopping Centre – No objections.

93.18 Brief reporting back from sub committees and groups

Open Spaces & Skatepark:

OLD DOWNEND LOWER SCHOOL SITE: The new wooden kissing gate has been put in next to the locked maintenance gate on Hill House Road which will provide much better access to the field. There is a dog bin and a litter bin already in place by the gate.

GEORGE V PLAYING FIELD:

Consultation on issues linked with Anti-Social Behaviour

A consultation meeting took place on 2 November. It was well attended and many local residents had the opportunity to report incidents of anti-social behaviour in the park and surrounding roads and to express their views on the placing of the bench in the park. These will be followed up by the 4 South Glos. officers who were present from Streetcare, Safer Stronger and the Anti-Social Behaviour Team.

Queen Elizabeth Field Status. The ‘Badminton Road Play Area’ part of George V is on the website at <http://www.ge2fields.com> and as of 12 November had 38 votes, but some other

South Glos. sites have more. The more support that can be shown, the more likely that funds can be raised for the refurbishment.

FOOTPATHS:

- We have had notification that the path from Badminton Road to Oakdale Avenue is now to be included on the definitive map.
- The path from Peache Road to Buckingham Gardens is to be considered for inclusion at a meeting in December.
- The path through Britannia Woods - as a result of publicity there are now more witness statements and SGC are following up with consultation on this path.
- Cllr Lewis has met with Julia Wimbush, Phil Abbott and Derek Baillie from the Community Plan team and they have started to put together 3 walks; one from Bromley Heath Park, one from Lincombe Barn Park and one from Leap Valley. It is hoped that it will be possible to circulate these walks in the Parish Newsletter rather than printing them in a booklet, making them available to everyone in the Parish.

DOG BINS:

- The Dog Bin at Bury Hill View entrance to Leap Valley has now been installed.
- The position of the bin on the green area along Bromley Heath Road has been agreed and the bin will be installed in the near future.

Downend Business Community:

- Cllr Biggin attended the meeting. The Town Centre Health Check will be ready for publication hopefully in February 2012.
- Spring fete going ahead for 14 April 2012.
- Signage for the roundabout is being progressed.
- Shops opening late for the Christmas event.
- Treasurer has resigned from the DBC. A new member is looking to be appointed.

Traffic:

- 462 Bus Service – The Parish Council's contribution for September was £65.79 and there were 413 journeys made.
- M4 Motorway Scheme – Letter from the Highways Agency was copied to members outlining a consultation to introduce managed motorways to the stretch of motorway between the M4 junctions 19-20 and M5 junctions 15-17. It is hoped this will reduce congestion by varying the mandatory speed limits and allowing the use of the hard shoulder at peak times to drivers. Traffic Committee recommend no objections to the proposals and it was **AGREED that a letter is sent from D&BH PC in support of this scheme.**
- Bromley Heath Road Crossing – The sequencing of the lights has been updated and are now much quicker at changing, allowing a better flow of traffic at busy times.
- Cycle Track – Matter still ongoing but the Traffic Committee will set aside funds in the 2012/13 budget in case funds are required for improvement works. Street Care has cleared some of the area and it is hoped this will be added to the regular maintenance schedule.
- Quakers Road Crossing – Mixed information has been received with some news that the crossing has got the go ahead. However, other information received states that some residents are complaining and this is holding up progress – clarification awaited.
- Oakdale Road speeding – Speedvisor signs are in place and the results of this monitoring exercise are awaited.
- N50 Night Bus – Cllr Shepherd will be attending a meeting of the Joint Parishes Consultative Committee. The Traffic Committee recommends supporting the N50

project for 2012/13 and has set aside funds in next years budgets, yet to be reviewed by the Finance Committee. After discussion,

RESOLVED that D&BH PC will support the N50 Night Bus project for 2012/13.

- Clerk reported a telephone conversation with Lincombe Barn. Several years ago the Parish Council installed bike stands within the car park. Apparently people are finding them very difficult to use as they are situated on a slight slope. The Barn has requested that they are moved to an alternative location within the grounds.

AGREED that a member of the Traffic Committee will visit the Barn to assess the situation and see if an alternative location would be better suited for the stands.

AGREED that the Parish Council will pay for any relocation costs.

Youth: Exploratory meeting has been held – more details to follow in due course.

External Meetings:

Chase & Kings Forest AGM – Cllr Riley attended. D&BH PC were the only Council represented.

ALCA South Gos. Area Group – Attended by Cllr Riley and Cllr Shepherd. The main focus was Localism and the South Gos. Sustainable Community Strategy. It was suggested to members to attend as much training on Localism as possible.

Parish Charter Annual Review – Attended by Cllr Shepherd. Presentation on the Localism Agenda giving a brief insight into the approach SGC is taking with regard to encompassing Localism. Specific information sessions will be set up for Town & Parish Councils. The meeting formally adopted the refreshed Parish Charter 2012.

93.19 Correspondence

In addition to a list of correspondence circulated to members, Clerk reported on the South Gloucestershire Council Budget Consultation 2012/13. Also, details were provided to members on the Annual General Meeting of the South Gloucestershire Heritage Forum.

93.20 Reports from South Gloucestershire Councillors

- Cllr Biggin confirmed that the Round Table raised £12,000 at the Downend Firework display.
- The Chase Area Forum will be held at Kingsfield School on 22 November.

(Meeting closed at 9.40pm).

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

- *ALCA Councillor training 'Being a Good Councillor – Cllr Mathews*
- *Councillor Consultation Event – Sustainable Community Strategy – Cllr Lewis*
- *Public Speaking training – Cllr Poole*
- *Budgets & Financial Management training – Angela Hocking, Clerk*

Chairman:

Date: