

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 20 OCTOBER 2011

Present:

Downend & Bromley Heath Parish Councillors: Janet Biggin, Martin Hatter, Jon Hunt, Graham Kennedy, Mary Lewis, David Mathews, Graeme Riley, Elizabeth Shepherd and Angela Hocking (Parish Clerk).

One member of the public.

92.1 Welcome from Cllr Riley.

92.2 Apologies – received from Cllrs Mike Baker, Martyn Poole and Peter Hinsley.

92.3 Declarations of Interest – received from Cllr Elizabeth Shepherd in relation to item 92.10, Finance.

92.4 Items from the Public – none received.

92.5 Items from the Police – none received.

92.6 Presentation by Steve Pearce, Chairman, Downend Business Community

Steve Pearce outlined the role of the DBC, what has been achieved by the group to date, and their vision for the future. The Town Centre Health Check is being formulated and they are exploring ways to further improve the High Street and apply for funding. Details of the Spring Fete scheduled for April 2012 at Downend Cricket Club were outlined and the DBC will be actively involved once again with the Christmas lighting event.

92.7 To confirm as a correct record the Minutes of Meeting held on 15.09.2011

Following a proposal by Cllr Shepherd, seconded by Cllr Lewis,

RESOLVED: to accept the Minutes as a true record.

92.8 Matters Arising

- Land at Cleeve Wood – an initial meeting with members of the working group is being arranged prior to meeting with the shop keepers.
- ALCA AGM – Cllr Shepherd reported that the fees have been endorsed for 2012/13.
- Downend Village Roundabout – meeting has taken place with Clerk, Cllr Riley, Cllr Kennedy and representatives of both the DBC and SGC. It has been agreed to continue with the pictorial seed mix and to repair the edging of the roundabout. SGC has also agreed to the installation of 3 no plaques by the DBC which, it is hoped, will be placed on the highway signs already on the roundabout.
- Disabled parking bays at Cleeve Wood shops and in Downend village have been installed.

92.9 Urgent Actions - none reported.

92.10 Finance

(i) Recommendations from Finance Committee:-

- Parish Accommodation Fund – Committee acknowledge that the search for suitable accommodation has not proved fruitful and whilst searches continue for storage facilities, a large amount of money remains in the savings accounts which is not being utilised.

AGREED to utilise some of the money from the savings accounts to implement various Council projects during 2012/2013 (to be determined following feedback from each committee/Away Day).

General un-earmarked revenue reserves should fall between 3-12 months gross expenditure.

- Remembrance Sunday – Wreath has been ordered from The Royal British Legion. Finance Committee propose that a donation of £20 is awarded.
- Page Park celebrates the Queen's Diamond Jubilee – a donation has been requested towards the costs in setting up this event. Finance Committee have requested additional information which has now been obtained by the Clerk and will be brought forward at the next Committee meeting.
- Newsletter printing and delivery – Cllr Mathews will be meeting with Cllr Shepherd and Clerk to discuss possible proposals.
- Petty cash £67.14.
- Colour printer from SGC – This printer is approx. 5 years old and has never been used. It is now inoperable and Clerk has requested that it is disposed of. Contact has been made with the British Heart Foundation who do not take this type of electrical equipment. **AGREED that this should be disposed of by taking it to the local Recycling Centre.**

ALL THE ABOVE RECOMMENDATIONS UNANIMOUSLY AGREED.

(ii) To authorise payments, as detailed

C R Belcher	Works to wall outside Horseshoe Public House	£624.00
Downend Folk House Association	Hire of room for Away Day	£95.00
Landcare	Supply and planting of shrubs at King George V Playing Fields	£144.00
Karnival Costumes	Santa Suit	£78.22
Avon Local Councils Association	Training – Cllr Riley	£65.00
Victim Support	Donation S137	£250.00
South Gloucestershire Senior Citizens Forum	Donation S137	£200.00
Downend Folk House Association	Donation (annual broadband costs)	£259.20
Downend Folk House Association	Donation (towards hot lunches)	£500.00
Salaries	Monthly salaries	£1311.29
Bath & North East Somerset Council	Monthly pension payment	£313.45
Avon Local Councils Association	Training for Cllr Mathews	£55.00

South Gloucestershire Bus & Coach Ltd	462 subsidy	£65.79
A Hocking	Travel expenses	£19.61
T Webb Window Cleaning	Monthly maintenance	£216.00
Royal British Legion	Donation for wreath – Remembrance Sunday	£20.00
Accord Office Supplies Ltd	Stationery – August and September	£204.90
Fiona J Thornton	Internal Audit Fee	£160.00
The Royal British Legion	Donation (as described above)	£20.00
J Biggin	Reimbursement for Christmas lights	£14.99
Downend Baptist Church	Room hire	£69.00

Payments Received

Lloyds TSB - Total Bank Interest (September 2011)	£5.31
Precept for second half year	£42,300
South Gloucestershire Council – reimbursement for delivery of flyers for consultation event (King George V Childrens Play Area)	£100.00

(iii) Spend to date against budgets / Account balances -

All members received a copy of the above. Cllr Shepherd and Cllr Kennedy queried the amounts that had been spent in both the 'printing and copying' budget and 'stationery and publications'. Clerk will investigate further and report back to the next Finance Committee meeting. Total of all bank accounts as at 30 September 2011 = £178,339.08.

92.11 Coffee Morning at Downend Library

Downend Library has contacted Cllr Morris advising that they know of volunteers who will be able to help with the coffee mornings, due to commence in the early part of December.

92.12 Confirmation of Standing Orders as ratified by Council on 15.09.2011

As agreed, all members have been sent an electronic copy of the revised Standing Orders and Clerk also provided members with a hard copy. One further amendment to item 33 (j) to read:- *'When a motion is under debate no other motion shall be moved except the following:'*

RESOLVED to readopt the Standing Orders as amended and ratified by Council on 15 September 2011.

92.13 Away Day

Cllr Riley provided a report to members outlining a draft programme for the day, and listing all the financial implications, ie, £95 to Lincombe Barn for the room hire, £108.50 for lunch and refreshments, and expenses of the guest speakers.

AGREED the proposed programme for the Away Day.
AGREED the expenditure for the Away Day.
AGREED to instruct the Working Group to continue organising the Away day, along the programme shown.

92.14 Events – Christmas and Remembrance Sunday

CHRISTMAS - Proceedings will commence at 4.30pm on 25 November. It is hoped that all local schools will agree to come along and sing carols for about 10 minutes each, until the Salvation Army arrive (confirmation awaited) at 6pm – 7pm (£175 donation agreed by Finance Committee). The Landlord of the Horseshoe is happy for part of the car park to be utilised, as in 2010. 10 extra crowd control barriers will be needed to guide people into Santa's Grotto and fence off the car park. Police have been advised, and an acknowledgement received.

PA System – It is possible to borrow the system used on karaoke nights at the pub, although a small generator is needed which will also need to be borrowed. Clerk has contacted Bristol Sound Systems who will be able to provide speakers on stands, a battery powered amplifier and 2 microphones for £165.

AGREED to arrange for Bristol Sound Systems to set up the PA system, at a cost of £165.

Best Dressed Christmas Window – A competition is to be arranged for the Best Dressed Christmas Window, to include all the satellite shops in Quakers Road, Cleevewood etc. This will run from 25 November – 25 December. The judge will be looking for: Cleanliness, Colour, Co-ordination, Aesthetics, Artistic and a suitable Christmas theme.

AGREED to contact Amanda from Downend Matters magazine to invite her to judge the competition.

A hamper to the value of £30 will be ordered from Melanie's Kitchen as a prize. A certificate and cup will be considered for 2012 if the event is successful.

Mince Pies – to be purchased from the Co-op and heated in the pub, as safety was a concern whilst crossing the road from Melanie's Kitchen last year.

There are enough song sheets left from last year to utilise once again. Collection buckets have been purchased. St John Ambulance have confirmed that they will be able to provide first aid cover from 5.30pm to 7pm – total cost of this cover £43.80.

Special Guest is still not booked for the event. Following discussion

AGREED – Clerk will contact Downend School to invite one boy and one girl to turn on the lights. It was felt that this could be decided by way of a competition.

Small gifts for the children will be purchased in addition to a swing bin for the children to post their 'Passport to Santa' cards. Other items required are a power breaker and fairy lights. Cllr Poole has offered the use of his inspection lamp for within the gazebo. Balloons will be provided courtesy of the Community Led Plan group.

All members are expected to attend and help where required.

AGREED – Cllr Biggin will circulate details of jobs that will require help and a rota of who can do what, and when. Cllr Biggin will also circulate details of ideas to promote the event.

REMEMBRANCE SUNDAY – All invited to the parade forming up in Page Road at 10.30am and moving off via High Street and Broad Street for the Service in Page Park at 11am, Sunday 13 November.

HARVEST ON THE CRICKET GROUND – A well organized event with large numbers attending. It is hoped to make this an annual event.

92.15 Items for future agenda discussions

An opportunity for members to bring forward any concerns that they consider may require further discussions in the future, or items that they wish to be brought to members' attention.

- Cllr Morris outlined the services of the Emergency Planning Unit, South Gloucestershire Council.
- Cllr Hatter reported a flooding problem in Downend Road. Cllr Hatter will forward some photographs to the Parish Clerk who will contact South Gloucestershire Council in an attempt to resolve this matter.
- Cllr Biggin reported that in the Queens Diamond Jubilee year, the Staple Hill traders will also be celebrating 150 years on the high street.
- Cllr Biggin also advised that South Gloucestershire Council are looking into what can be done about the 67 driving schools using the area around South View/Hillhouse Road.

92.16 To receive a report from the Planning Committee

Cllr Baker had prepared a report. No objections were made to all the applications reviewed. In addition, the South Gloucestershire Local Involvement Network (LINK) has sent information for preliminary consent for inclusion in the South Glos PCT pharmaceutical list to open a pharmacy in the vicinity of Quakers Road.

92.17 Brief reporting back from sub committees and groups

Open Spaces & Skatepark:

Old Downend Lower School Site

The Committee has agreed to:

- Install a large Oxford type wooden pedestrian gate, which would be wide enough for wheelchair and buggy access, alongside the present maintenance gate. This has now been ordered.
- Naming the park 'Hill House Park' and to erect 2 signs, one by the new gate and one near the new houses.
- SGC are checking that the present hedge boundary between the park and the new house is as agreed with the builders and that it will be suitable for its purpose.
- All to be paid for with Section 106 money from the development.
- Carrying out a local consultation in the Spring re possible wooden type play equipment /seating.
- The long jump pit will be filled in and reseeded.

George V Playing Field

Consultation on Children's Play Area

The consultation took place on 21 Sept. Many of the attendees had issues with the new bench in the park rather than the refurbishment of the play area but there were some keen families who are very interested in pushing the project forwards and forming a Friends Group for the Children's Play Area. SGC has assured the Parish Council that the site has been nominated as one of SGC's Queen Elizabeth II Fields for Jubilee funding. Members were asked to go to www.qu2fields.com website to vote. This will give the site status, protection and the opportunity to apply for grants through SITA Trust.

Memorial Bench

Local residents are still very unhappy with the positioning of the bench and the gathering of young people there. Many residents attended the consultation meeting. There is evidence of drinking, drug taking and sniffing gas at the site. Cllr Jon Hunt has met with Officers at SGC and a drop-in meeting has been arranged for 2 November so that everyone will have the opportunity to put their case to South Glos. Council Officers and Members. A letter has been sent to all adjacent residents.

AGREED to encourage all interested parties to attend the meeting and express their views.

Other issues in George V

- The shrubs have been planted.
- The table tennis table has been installed and is being well used. Log type seat that was to be placed on concrete slab by table tennis table not yet installed and it is hoped a Friends Group will follow this project through.
- Review of litter bin positions. This is being monitored by SGC who confirm that all bins are being used to full capacity. SGC are looking to put a new bin between the 2 new seats as that is where most litter accumulates.
- Tree sculpture still not installed but is due to be completed in the near future.

Signage for the Toilets

Cllr Poole has progressed this at a meeting with John Patterson at SGC. There is agreement to put in 2 signs by the Hospice shop, one by the Toilets with an arrow, one at Westerleigh Road and a sign on the toilets giving Opening Times. Also agreed with SGC that the vegetation and ivy would be cut back. Response awaited to proposal by SGC. D&BH PC may be asked to help with funding the signs. **NOTED.**

Footpaths

- Lincombe Barn Park and Woods Path to Frenchay Bridge. This is still held up by leasing of land issues. SGC PROW department have offered to install a bridge over the stream at the start of the new path but that will be subject to 'flood defence consent' from the Environment Agency.
- Leap Valley. A hand rail has now been installed on the path at the entrance to Leap Valley from Aintree Drive. The path across the valley from Aintree Drive to Bury Hill View – the process should now commence to make this a PROW.
AGREED: Clerk to start the paperwork with SGC and Friends Group to collect witness statements on use of the path in the coming months.
AGREED: Cllr Lewis to contact Cllr Poole to see what progress has been made with gathering witness statements for the PROW Sutherland Avenue/Kimberley Close/Westerleigh Road.
- Path through Britannia Woods to PROW status. The Croomes Hill end of the path is getting overgrown by laurel. Clerk has submitted several additional PROW forms to SGC and this is further advertised in the latest newsletter.

- Julia Wimbush and Derek Baillie from the Community Plan team have offered to look at the possibility of a booklet of walks around Downend. If possible it would be ideal for each one to start in one of D&BH PC's Open Spaces as a way of publicising them.
- The footpath from Badminton Road to Oakdale Road has been resurfaced.

Litter

To be discussed further at the next meeting but the committee hope to have a focus on litter in the next Parish newsletter in an attempt to get a 'Litter Busters' group in Downend, similar to the successful one in Mangotsfield. This could be tied in with the March/April Spring Clean events in South Glos, which already take place in Leap Valley and Lincombe Barn. Cllr Shepherd reported rubbish in the hedges and undergrowth at Hillhouse Park, in addition to a broken fence, which will be reported to SGC for action.

Dog Bins

The position for the Dog Bin at Bury Hill View entrance to Leap Valley has been agreed but the cost is now £199 for a chute bin with £116.20 for installation which is more than anticipated.

AGREED to proceed with the installation of a chute bin at Bury Hill View.

A dog bin has also been requested on the green area along Bromley Heath Road as this is well used by dog walkers and there is no bin between Lincombe Barn and the start of the Cycle track.

AGREED – Clerk to proceed with the ordering of a standard dog bin.

AGREED – Cllr Lewis and Clerk to liaise on the most appropriate location along Bromley Heath Road.

Downend Business Community: Madeleine Bills is taking an active part in the organisation of the village fete in April.

Traffic: No report. Meeting will be taking place on 27 October.

Youth: Email received from Badminton Road Methodist Youth Club thanking the Parish Council for the £3000 donation. Cllr Poole and Cllr Mathews have met to discuss the budgets for 2012/13. It is hoped they will be able to visit local youth groups each month to experience what is going on in the area and to see what opportunities are available to assist.

Newsletter: The newsletter has gone to print and is expected to be delivered week commencing 31 October.

External Meetings:

The following have been attended:- Joint Parishes Forum/Bristol North Fringe Environmental Link Group and the Environment Forum. Cllr Lewis reported that the main topic of the Environment Forum was 'Solar Heating'.

92.18 Correspondence

Clerk advised members of the ongoing development of the Sustainable Community Strategy – a draft has now been agreed and the formal consultation period commenced on 6 September, running until 18 November.

92.19 Reports from South Gloucestershire Councillors

Cllr Biggin has attended the Transport Forum and the County Scouts AGM. Members **NOTED** that Ian Smith has been made an Alderman by South Gloucestershire Council.

AGREED – Clerk to write to Ian Smith sending congratulations from the Parish Council.

(Meeting closed at 9.05pm).

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

- *ALCA AGM – Cllrs Riley and Shepherd*
- *ALCA Councillor training 'Being a Good Councillor – Cllr Mathews*
- *Oldland Parish Council Annual Parish Meeting – Cllr Shepherd*
- *North Bristol NHS Trust Public Consultation – Cllr Riley*
- *'Planning Essentials' training – Cllr Shepherd*

Chairman:

Date: