

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 15 SEPTEMBER 2011

Present:

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

Two members of the public.

91.1 Welcome by Cllr Riley who thanked Jack Henderson for taking the photographs of Council members prior to the meeting.

91.2 Apologies – received from Cllr Kathy Morris.

91.3 Declarations of Interest – received from Cllr Shepherd (ref. Item 91.10), Cllr Riley and Cllr Hinsley (ref. Item 91.20 – parking at Cleeve Gardens).

91.4 Items from the Public – none received.

91.5 Items from the Police – none received.

91.6 Presentation by Chantal Watts & John Blundell, South Gloucestershire Citizens Advice Bureau

Chantal Watts and John Blundell provided a presentation to members on the work of the Citizens Advice Bureau. It was **NOTED** that the CAB has now received a funding cut from South Glos. Council in the region of 27%, which equates to approx. £40,000 per year.

91.7 To confirm as a correct record the Minutes of Meeting held on 21.07.2011

RESOLVED: to accept the Minutes as a true record.

91.8 Matters Arising

- Page 3 – The meeting did not place with members of Badminton Road Youth Centre, but another has been arranged for 23 September.
- Binding of Council Minutes – these have now been returned and were brought to the meeting for members to view.
- Page 5 – Works to the wall by the Horseshoe Public House will be implemented within the next couple of weeks. Chris Belcher will install a new gate post and has spoken to the resident at no. 2 Westerleigh Road and the Landlord of the Horseshoe in advance.
- Bristol Glazing – Planning Enforcement Officer has written a witness statement and forwarded documentation to SGC Legal Department to initiate prosecution proceedings against the landowner for non-compliance with two Planning Contravention Notices.

91.9 Urgent Actions

Tim Webb has repaired the notice board in South View. **NOTED.**

91.10 Finance

(i) Recommendations from Finance Committee:-

- £15 of iTunes vouchers to be purchased for the photographer in respect of taking photos for the council website and next newsletter.
- Grant applications received –

Victim Support in Avonvale	£250
South Glos. Senior Citizens Forum	£200
Downend Folk House Association	£259.20
	£500.00
- The Avon Pension Fund has recently published its agreed Pensions Administration Strategy (PAS). This covers a number of areas, one of which requires the APF to hold Service Level Agreements of each of the individual Fund Employers. The SLA on behalf of D&BH PC has been signed and returned dated 11.08.2011.
- Petty Cash balance £41.41. A further £60 was recommended.
- Leaflet delivery for consultation event re: King George V – In order to get the leaflets out as quickly and effectively as possible, members agreed that Josh Hocking be paid £100 to deliver the leaflets. Clerk will forward an invoice to South Gloucestershire Council to seek reimbursement for this amount.
- Christmas - £50 hamper to be awarded to the 'Best Dressed Shop Window' over the festive season. New Santa outfit to be purchased.

ALL THE ABOVE RECOMMENDATIONS UNANIMOUSLY AGREED.

(ii) Annual Audit – External Auditor’s report 2010/2011 – The External Auditor’s Certificate and Opinion has been received showing that no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Clerk has advertised the conclusion of the audit.

(iii) To authorise payments, as detailed:

British Telecom (Paid by Direct Debit)	Quarterly call charges, Broadband and Phone Book entry	£271.69
South Gloucestershire Council	Night Bus Service N50 (cheque to be held until further clarification of amount - SGC advise there may be some discrepancy between figures agreed by the Joint Parishes Night Bus Group and South Glos. Council)	£1,997.06
South Gloucestershire Bus & Coach Ltd	462 subsidy for July	£60.67
Action Print	Printing of business cards	£84.60
Mazars	External audit fee	£480.00
Active IT	IT support for July 2011 (phone/email support) On-site support (August)	£25.00 £87.50
T Webb Window Cleaning	Monthly cleaning of bus shelters and repair to notice board	£231.00
Accord Office Supplies Ltd	Stationery	£83.82
Bath & North East Somerset Council	Pension payment for September	£313.45
Post Office Limited	Quarterly Tax / N.I. payment	£1,283.67
Mrs A Hocking	Salaries for September	£1,311.29

Mrs A Hocking	Travel expenses	£25.33
South Gloucestershire Council	Night Bus Service N50 (NB Replacement invoice)	£2,124.00
South Gloucestershire Bus & Coach Ltd	Service 462 subsidy	£33.83
Shaw & Sons Limited	Binding of Minutes	£344.40
Cash	Petty Cash	£60.00
J Hocking	Delivery of leaflets	£100.00
T Webb Window Cleaning	Monthly maintenance	£216.00
Downend Baptist Church	Hall rental for various meetings	£89.00

Payments Received

Lloyds TSB - Total Bank Interest (July 2011)	£5.48
(August 2011)	£4.97

(iv) Spend to date against budgets / Account balances – Report circulated to members and no questions raised. Total of all accounts as at 31 August 2011 amounts to £147,934.74.

91.11 Coffee Morning at Downend Library

Cllr Morris has received positive feedback from Helen Stone, Volunteering Kingswood, in an attempt to attract volunteers to help out at a weekly coffee morning at Downend Library. Cllr Morris will approach Downend School with a view to their students participating.

NOTED. D&BH PC supports the project. To be placed on the agenda for October's Council meeting for a further update.

91.12 Review of Standing Orders

D&BH PC reviews its Standing Orders annually in June but in view of the fact that the National Association of Local Councils was publishing a revised first edition of 'Standing Orders for Local Councils', it was agreed to defer the review until after publication of this document. Cllr Shepherd agreed to compare the two documents and bring a report to the meeting. All members were provided with a copy of this report and various amendments were discussed.

RESOLVED to accept the amendments, as discussed. Clerk will make the appropriate changes and distribute new copies of Standing Orders to all members.

91.13 Land at Cleeve Wood – Formation of Working Group / Next Steps

As outlined by the Finance Committee, Clerk has written to both Rodney and David Malpass. Both brothers have contacted the Clerk and David Malpass has confirmed that no documentation is held by either party confirming ownership of any part of the land at Cleeve Wood. Informal advice from a solicitor at South Gloucestershire Council has been received. It is now the recommendation of the Finance Committee to contact the shop owners at Cleeve Wood to establish if they are interested in investigating projects to

enhance this area. A site meeting will be arranged with all parties. If successful, at that time a Solicitor is to be instructed to legally confirm the Parish Council's position before implementing any projects.

To move matters forward a working group was established comprising of Cllrs Riley, Morris, Baker, Hinsley and Biggin.

AGREED – Cllr Riley to lead the group and make the appropriate arrangements for an initial site meeting.

91.14 Proposals for Roundabout, Downend Village

A report has been received from Simon Spedding, Street Scene Manager at SGC outlining further options available at this location. It was noted that the Parish Council had received many positive comments about the pictorial meadow mix as trialed during 2011.

AGREED to continue with the pictorial meadow mix for the foreseeable future. In addition, a plaque reading 'Downend Business Community helping to grow local business' should be installed. A nominal sum of £100 would cover the cost of seeding and SGC would maintain the area.

AGREED to request that the edging around the roundabout is replaced.

91.15 Christmas Lighting Event

A report was circulated to members outlining ideas for the Christmas event, which will be confirmed at the next meeting of the group.

(Cllr Hunt left the meeting at 9pm).

91.16 'Away Day' for planning work of the Parish Council

The date is set for Sunday 20 November 2011. Apologies from Cllrs Morris and Lewis. Subject to availability the venue will be Downend Cricket Club, 10am-3pm. Two suggestions to focus the event around:-

- Parish Council Communications – Internal and External (suggestion by David Mathews)
- Downend in the Community (suggestion by Kathy Morris)

91.17 Dates of Parish Council meetings for 2012

As agreed at full Council in July, D&BH PC will meet every month throughout 2012 except July. Clerk confirmed that meeting dates will be kept to the 3rd Thursday of each month (except for December when the Christmas meeting is moved forward by one week).

AGREED – dates for meetings throughout 2012 confirmed as:- 19 January, 16 February, 15 March, 19 April, 17 May, 21 June, 16 August, 20 September, 18 October, 15 November and 13 December.

91.18 Avon Local Councils Association (ALCA) AGM

Following a proposal from Cllr Shepherd, endorsed by Cllr Riley,

AGREED – Downend & Bromley Heath Parish Council support the nomination of David Bell to continue as ALCA Vice President.

AGREED – D&BH PC will continue its membership of the Avon Local Councils Association for 2012/13.

NOTED that next year's subscription is expected to increase by 2.5%.

91.19 To receive a report from the Planning Committee

The structure and membership of the Planning Committee was discussed in light of the recent difficulties of being quorate and changing meeting dates to accommodate availability.

27 applications have been reviewed since July. One objection made to 2 Church Lane, Downend – 'Overdevelopment of the site. Impact of the house to the rear of the site on 29 and 31 Epsom Close. Concerns about the protection of the Cedar of Laburnum tree and its roots during building works'.

91.20 Brief reporting back from sub committees and groups

Events & Publicity:

- **REMEMBRANCE SUNDAY – AGREED that D&BH PC should be involved with the Staple Hill Event on 13 November. Clerk to contact The Royal British Legion to make the appropriate arrangements.**
- OPEN AIR HARVEST EVENT, CHRIST CHURCH – Sunday 2 October, 10.30am. Cllr Poole will use the gazebo and Parish notice boards at this event.
- DIAMOND JUBILEE CELEBRATIONS 2012 – D&BH PC will be joining the Friends of Page Park as they are holding an event to celebrate on Saturday 2 June 2012. **AGREED that the Committee should look into the possibility of planting an agreed number of trees throughout the parish.**
- DOWNEND SPRING FETE – Arranged by the DBC this event will be held on 14 April 2012 at Downend Cricket Club, 1pm-4pm. D&BH PC will have an information stall.

Open Spaces & Skatepark:

OLD DOWNEND LOWER SCHOOL SITE - A site meeting was held following the visit to Parish Council in July by Alan Sherratt who subsequently sent an e-mail suggesting that, as long as the main area of the field was retained for use by schools, the following programme of work could be carried out over the next year using Section 106 money, subject to agreement by the SGC Director and Executive Councillor:

- Put a new pedestrian access gate from Hill House Road next to the main entrance
- Install a few elements of a 'trim trail' or other such exercise features
- Perhaps look at some simple natural play equipment
- Fill in the pole vault pit if it was deemed dangerous
- Any other minor works that the Parish might suggest to improve the site.

At the site meeting it was decided that the priority was:

1. To put in the pedestrian gate next to the present gate to give access to the general public as the only open access at the moment is from Mayflower Court.
2. To fill in the sand pit as with increased dog walking this would present a health issue.
3. To put up a sign indicating that it is a public open space, perhaps to be called Hillhouse Park. A litter bin and a dog bin are already in place.
4. To repair the present gap in the fence.

A consultation can be held in 2012 about possible installation of play equipment, along with other groups who might want to use the park. This will allow us to see what might be needed once plans have been drawn up for George V Park following the present consultation.

1. Those at the meeting favoured some natural, wooden type equipment based on logs as uprights, balancing bars, climbing logs etc. The best place for this would be to the left of the entrance fairly close to the hedge as this will not compromise future uses for this open space.
2. A good trim trail would take up too much of the available budget and for most of the year the whole field would be available to joggers anyway.
3. Some tree planting, possibly fruit trees, would improve the end near the Christadelphian Church building.

ACTION – Clerk to contact Alan Sherratt re the above.

GEORGE V PLAYING FIELD -

Consultation

2 meetings have been held with Tina Rainey re the consultation on the refurbishment of the fenced children's play area. As a result:

- A drop in consultation meeting is to be held by SGC, with the support of the Parish Council, on 21 September, 6.30-8.30pm at Salisbury Road Baptist Church
- Flyers have been distributed to 1400 houses local to the park advertising this event and posters put up. Plans are in place for the consultation process.
- 5 Councillors have volunteered to be present for the evening.

Memorial Bench

- Considerable concern has been expressed about the seat that has been installed in the park as a memorial to Conor Hall, a pupil of Downend School who died in a road accident in June. Throughout the summer young people have been gathering at one of the trees in the park near the Westerleigh Road car park.
- A large wooden seat made by a friend of the family was put in place at the beginning of September with permission from South Gloucestershire Council. The present positioning of the seat is unsuitable as it faces houses and flats rather than into the park. Local residents are concerned that the seat was put in place without any consultation with local residents. The tree and the seat have proved to be a gathering point for large numbers of young people.
- The above issues were also raised by residents at the Safer and Stronger Community Group on 7 September. There has also been some recent Police activity in the vicinity of the park.
- David Morrison, Open Spaces Manager at SGC, has been in contact with the family to look at re-siting the seat so it faces the park and this will happen in the next 2 weeks, in consultation with the Tree Officer. Following the re-siting the use of the bench will be monitored for a month. It is hoped that the family will be responsible for future maintenance of the bench. We have asked him to look at the possibility of moving the seat away from the tree as bird droppings are already affecting it.
- The family have been asked to remove screws and nails from the tree as they will cause damage.
- Outreach workers from Badminton Road Youth Club have been in contact with the young people.

Replanting of Shrubs

A quote has been received from Landcare to replant 21 shrubs to restore the 40 planted last Autumn as part of the 40th Anniversary at St Augustine's School. They will also mulch the 4 beds with bark mulch for a total cost of £120. It is proposed that this work should go ahead as soon as possible to give the shrubs a better chance to establish before cold weather sets in.

ACTION – Clerk to place the order and ask for it to be done as soon as possible.

Other issues

- The table tennis table has not been installed over the summer and the logs felled by the children's play area have not yet been carved
- Review of litter bin positions. This is being monitored by SGC and some will be moved to more appropriate places.
- Need for new dog bin on Cleeve Lodge Close side. To be deferred until after the consultation.
- Cycling Bylaws. It has been clarified that bikes should not be ridden according to the Bylaws but it is very difficult to stop it.

Matters arising from Friends of Leap Valley

- Dog bin at Bury Hill View entrance to Leap Valley.
ACTION – Clerk to move forward with this. Checks have been made with SGC to see if there is any Section 106 money still available from the Bury Hill View development to pay for the installation. However, they confirm that they only received a commuted sum for the on-site open space.
- Parish notice board on Aintree Drive at entrance to the estate. While sympathetic to the need for a notice board in this part of the Parish it is considered that this is not the best place for it as most people drive rather than walk along this road.

Lincombe Barn Park and Woods

- 2 summer play sessions in woods, organised by the Friends Group, were a great success. Financial support was given by the Community Plan Group.
- The official opening of the new play area takes place on 17 September 12-3pm.
- Path Frenchay Bridge. The cost of the path has risen by £2,000. Legal work is still ongoing to renew the licence to pass over the private land and with BCC for use of their land for storage of materials when the work takes place.

Footpaths to PROWS

- Path through Britannia Woods. Still not enough witness statements to proceed with this. We will have one more try through the next newsletter.

Other issues from previous Minutes

- Dog Bin at Cycle path end of Church Lane - see impact of a new one at Bury Hill View on this area.
- Signage for the toilets in Downend. Cllr Poole to check state of vegetation around the toilets and to bring a proposal for the positioning of a sign to Parish Council.
AGREED – Clerk to arrange a site meeting with SGC officers and Cllr Poole.
- Skate Park litter bins will be painted by Cllr Poole.
- Signposting of footpaths and walks leaflet for our area. Cllr Poole will contact local estate agents for sponsorship and Cllr Lewis to approach several people to see if they would be interested in helping to put such a booklet together.

Downend Business Community:

Meeting held on 30 August which focussed on the Village Fete and the Town Centre Health Check. Next DBC meeting scheduled for 25 October. A social evening is scheduled for 13 December.

(Cllr Kennedy left the meeting at 9.55pm).

Traffic:

462 BUS SERVICE - In July 323 Diamond Pass journeys completed and 29 standard journeys at a cost to D&BH PC of £60.67. In August we had 402 Diamond Pass journeys and 41 standard users on this service. Our contribution to this service in August was £33.83. Our support of this service is to be reviewed in December.

BROMLEY HEATH ROAD CROSSING - The pedestrian crossing on Bromley Heath Road, nearest the ring road, has been discussed previously. It has been pointed out that the island in the middle of the road is too narrow for cyclists to stop with their whole bike contained within the island. This is a Pelican crossing and if the signals are used properly there is plenty of time to cross either on foot or on bike. Members of the Traffic Committee visited this on a site meeting, with Chris Harris from South Glos Council, and decided that we were happy with the crossing as it is. We have since received further communications on this from Mark Garland. As discussed at the Finance Committee: *'Realistically this cannot go ahead until such time that a formal scheme is established on the District Council's Capital Programme. Cllr Shepherd suggested that Mark Garland/Bromley Heath Neighbourhood Watch apply to the Safer Stronger Community Group to help fund projects at this location.'* This also includes the next item:

CYCLE TRACK – At the site visit the 'pinch' in point was observed on the cycle track at the entrance to the bridge and the narrow lane very close to the main carriageway. Plans were drawn up in 2009 highlighting this as a problem area and suggesting hatched markings on the edge of the carriageway to encourage cars to give more room. The lamp post which is the main cause of the pinch was also noted. At the meeting it was suggested that this could be moved behind the barriers to alleviate the problem. We have since been told this is not possible and would have to be moved to the central reservation at a cost of £10,000 and 3 days of traffic regulations. The Traffic Committee recommend that we support any project put forward for this location as it is noted as a problem going back over a long period. We will also be looking at budgeting for some funding for this area in case it is required.

All members had been circulated with the comprehensive report from Mark Garland which was **NOTED**. Members also **NOTED** that these matters had been brought forward at the recent Safer Stronger Community Group meeting. D&BH PC has actively tried to resolve the situation including meeting with a South Gloucestershire Council Officer and a representative from Winterbourne Parish Council. After further discussions,

AGREED that no further action should be taken regarding the narrow island on Bromley Heath Road as the problem for cyclists here only occurs when the signals at the crossing are not used as they should be.

AGREED – Bromley Heath Road to Frome Bridge is a hazard and needs to be looked at closely. However, this is outside of the remit of the Parish Council who feel that they have brought all matters to light with South Gloucestershire Council, who are now following through the concerns raised, with the full support of D&BH PC.

BADMINTON ROAD BUS SHELTER - the bus stop opposite Oakdale Road has been highlighted as requiring a Bus Shelter. We have now been informed that this is not scheduled to receive a Shelter as part of the showcase route. It will need to be RTI compatible and would preferable be of the new style blue and silver to match in on the

Greater Bristol Bus Network (GBBN). An email has been sent to the Executive Member for PTSE as there may be a possibility of South Glos helping Parish Councils with the cost of installing new shelters. We are awaiting confirmation on this before continuing.

CLEEVE GARDENS - An email has been received relating to parking issues in Cleeve Gardens and a request for double yellow lines. We feel it is very difficult for us to make an opinion on this and will refer the complaint to Highways to assess.

OAKDALE ROAD STREET RACING - The problems of Street Racing in Oakdale Road are still ongoing. The police have been informed and are hopefully monitoring it. Speedvisor interactive speed signs are currently in place and will be until mid-November to monitor the issue.

DISABLED BAYS – SGC confirm that all arrangements are in place and the bays will be marked within the next 2-3 weeks.

Youth:

Cllr Poole continues to meet with Youth Groups in the area.

Newsletter:

Last date for receipt of articles for the next edition is 30 September, to the printers 21 October and delivery week commencing 31 October.

External Meetings:

- SAFER STRONGER COMMUNITY GROUP – Pressure selling in the parish was highlighted which has been reported to Trading Standards.

91.21 Correspondence

- North Bristol NHS Trust Public Consultation to become a Foundation Trust – North Bristol NHS Trust (NBT) plan to become a Foundation Trust from December 2012. The views of the parish council are sought on the proposed plans during their formal consultation phase which ends on 4 November. Cllr Riley agreed to attend a meeting on 28 September and was provided with a questionnaire for completion.

91.22 Reports from South Gloucestershire Councillors

Cllr Biggin circulated a quiz from the Waste Forum.

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

- *'Being a Good Councillor' training course run by ALCA – Cllr Hatter*
- *SGC Managing Conflict Training – Cllrs Graeme Riley and Elizabeth Shepherd*

Chairman:

Date: