

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 19 FEBRUARY 2015

**Present:**

Members: Councillors Mike Baker, Janet Biggin, Kate Conner, Jon Hunt, Mary Lewis, Kathy Morris, Sheila Ottewell and Martyn Poole.

Officer: Angela Hocking.

**129.1 Welcome** from Cllr Lewis in the Chair.

**129.2 Apologies** – Received from Cllr Chris Boulton, Cllr Graeme Riley, Cllr Elizabeth Shepherd, Cllr Julia Wimbush and the Police.

**129.3 Declarations of Interest under the Localism Act 2011** - Received from Cllr Sheila Ottewell as a volunteer on the First Bus Customer Panel.

**129.4 Items from the Public** – None received.

**129.5 Items from the Police**

Written report received. PC James Rochford confirms that a burglar was apprehended by an off-duty officer following a foot chase in the Bromley Heath Avenue area recently. Another burglar has also handed himself in to the Police and admitted a number of offences in the Emersons Green area. The Team have conducted numerous checks of the allotments following the recent spate of criminal damage to sheds.

**129.6 Presentation by Rob Nicholson, Major Sites Team Planning & Enforcement, South Gloucestershire Council re: proposed Downend Conservation Area**

Members were provided with maps of the proposed Downend Conservation Area and it was confirmed that draft documentation will be received in the coming months for ratification by the Parish Council. Formal local consultation will also be carried out. Such a conservation designation will undoubtedly carry a greater level of care and consideration in relation to planning matters. Houses in the Cleevewood area, although post-war, were considered worthy of recognition in the Conservation Area.

**129.7 To receive and confirm as a correct record the Minutes from 11.12.2014.**

**RESOLVED to accept the Minutes, which were signed by Cllr Lewis.**

**129.8 Matters Arising**

- 128.4 – Cllr Hunt confirmed that the white lines will be extended outside William Court, Overnhill Road.
- 128.4 – Clerk has written to NatWest about the closure of Downend Branch. Our comments were noted in the reply received from Michael Crow, Head of UK Regional Public Affairs.
- 128.7 – Cllr Morris expressed concern that the invoice for payment of £25,000 has still not been received from SGC.

**ACTION – Clerk and Cllr Morris to liaise on moving this matter forward.**

- 128.15 – Total cost to date for Christmas 2014 has been totalled at £8,467.47 which includes repairs to some motifs and new shades/lamps for the Christmas tree lighting. **NOTED.**
- 128.15 - SGC has agreed that D&BH in Bloom may carry out maintenance work to the planters in Downend.
- 128.15 – Formal Licences have now been received from SGC to install the information board and cycle stands, all as previously agreed by Council.

**129.9 Urgent Actions**

Clerk reported that dog fouling is a major issue around the Bromley Heath area at the present time. The Dog Warden is asking residents to contact him with specific information including any times witnessed, description of dog and owner address/details if known. Contact details of those reporting incidents will be kept anonymous. Dog Warden can be called on 01454 863824.

**129.10 Finance & General Purposes Committee**

**(i) Recommendations from Committee meeting held 22 January 2015 –**

- Bromley Heath Neighbourhood Watch were given a grant to support the GONE Graffiti initiative, which has not been followed through. The group has discussed this and the fact that the lamppost signs purchased several years ago have been steadily depleting. As such another batch needs to be acquired, including the ties that hold them up. BHNW are wondering if, rather than returning the grant, they can use the money to purchase a further 200 signs. **AGREED.**
- With regard to the above, this has highlighted a failing on the part of the Parish Council in that grants that have been awarded have not been followed up to see that the money has been spent, and for the purpose for which it was given. As such, Clerk has drafted a letter that could be sent to organisations six months after receipt of a grant, to request feedback on how the money has been utilised. **ACTION – to be followed up by F&GP Committee.**
- Analysis of Reserves – Committee reviewed the monies held by this Parish Council and the bank accounts currently in operation. **RESOLVED to re-examine funds held by D&BH PC in October.**
- Christmas Lighting – Committee recommend the purchase of 2 further sets of lights for the Christmas tree, in addition to one transformer. Total cost, including delivery, £645. **AGREED (vote 5:3) to purchase additional Christmas lights, all as detailed.**
- Downend & Bromley Heath in Bloom request that the Parish Council support a potential £545 shortfall until alternative grant funding is received. **AGREED to support the group as long as any shortfall is refunded by 31 December 2015.**
- Konica Minolta – At long last, a new engineer has carried out work on the new copying machine, which can now perform its tasks satisfactorily. **NOTED.**

**(ii) To authorise payments as follows –**

Payments made by Business Debit Card

|                                |                                 |        |
|--------------------------------|---------------------------------|--------|
| 1 February 2015<br>Google Apps | Monthly service costs           | £38.50 |
| Post Office Limited            | Postage of agenda documentation | £9.09  |

On-line payments for authorisation

|  |  |           |
|--|--|-----------|
| BT (payment by direct debit)                       | Quarterly telephone/<br>broadband/phone book entries   | £288.25   |
| Friends of King George V                           | Donation – as agreed at full Council<br>January 2015   | £1,000.00 |
| South Gloucestershire Council                      | Costs associated with Christmas<br>lighting  | £5,937.88 |
| Accord Office Supplies Ltd                         | Stationery and new 'Received/Date'<br>stamp  | £46.90    |
| South Gloucestershire Bus and<br>Coach Company Ltd | Service 462 subsidy  | £174.28   |
| Alide Hire Services                                | Hire of crowd control barriers   | £492.00   |
| Downend Baptist Church                             | Room hire following cancellation of<br>cheque dated September 2014<br>(misaid by Treasurer)  | £84.00    |
| T Webb Window Cleaning                             | Monthly maintenance  | £268.00   |
| South Gloucestershire Council                      | Outstanding schemes:-<br><ul style="list-style-type: none"> <li>• Supply and installation of posts<br/>for hanging baskets</li> <li>• Installation of information<br/>board</li> <li>• Installation of slab and bench<br/>at Britannia Wood</li> </ul> | £1,990.77 |
| Salaries   | February payment   | £1548.83  |
| Bath & North East Somerset<br>Council              | Monthly pension payment (employer +<br>employee)   | £387.43   |
| A Hocking  | Travel expenses  | £32.77    |
| Downend Folk House<br>Association                  | Room hire at Lincombe Barn,<br>January-March 2015  | £51.36    |
| South Gloucestershire Council                      | Contribution to SGC in respect of<br>Night Bus Service   | £660.00   |
| South Gloucestershire Council                      | Localism costs   | £3,172.00 |
| Downend Baptist Church                             | Room hire (February)   | £42.00    |
| Shaw & Sons Limited                                | Purchase of receipts & payments book   | £70.80    |

Payments by cheque

|                                 |  |        |
|---------------------------------|--|--------|
| Avon Local Councils Association | Neighbourhood Planning training (Cllr<br>Shepherd) | £20.00 |
| M Poole                         | Reimbursement for wood (Active<br>Seniors)         | £35.87 |

Payments Received

|   |       |
|---|-------|
| Total bank interest (January)<br>from Lloyds Bank | £5.32 |
|---|-------|

|                                      |        |
|--------------------------------------|--------|
| Downend Ladies Enterprise (Donation) | £25.00 |
|--------------------------------------|--------|

**(iii) Spend to date against budgets / account balances** – Members received an up-to-date report showing the Council’s spend to date. Total of all accounts as at 31 January 2015 is £162,681.26. **NOTED.**

### **129.11 Signage throughout the parish**

A report was circulated by Cllr Ottewell. Approval is sought by the Traffic Committee to spend up to £5,750 as budgeted in the current financial year to purchase four new ‘Welcome to Downend’ signs with supporting posts.

Two signs currently exist on Badminton Road by The Trident and on Bromley Heath Road by the cycle track. These will be relocated within the parish. Proposed locations were discussed, which have already been agreed by SGC. Licences will be required. The proposed design was circulated to members and it was noted that there is room for planters/planting at 5 of the 6 selected locations.

**RESOLVED to proceed with this scheme, as detailed, with signs being installed at:**

- **Badminton Road**
- **Bromley Heath Road**
- **Cleeve Wood Road**
- **Grace Road/Downend Road junction**
- **Overndale Road (recycled sign)**
- **North Street (recycled sign)**

### **129.12 ‘Shaun the Sheep’ Arts Trail in Bristol**

The Shaun the Sheep Arts Trail comes to Bristol in the summer of 2015. As such, Clerk has written to request consideration is given to having one of the sheep displayed in Downend. Unfortunately the event has been planned for some time and all the locations are either confirmed or allocated.

### **129.13 Local Council Award Scheme**

In January of this year, the Quality Councils Scheme was replaced with the new Local Councils Award Scheme, providing a framework to help councils improve performance and confidence and with policies in place for continuous development. There are three Award levels – Foundation, Quality and Quality Gold. Cllr Shepherd circulated a report to members to raise members’ awareness of the Scheme with a view to the Council applying for one of the three Award levels.

**RESOLVED that members will research the scheme with a view to applying for one of the Award levels. Matter to be placed on the Council agenda once again in June 2015.**

**129.14 Localism** – No report.

### **129.15 Members Concerns to be noted**

Cllr Biggin advised that ‘blogs’ were ongoing in relation to the double mini roundabout in Downend. Cllr Biggin also outlined the SGC programme for replacing lampposts.

(8pm - Cllr Hunt and Cllr Morris left the meeting).

### **129.16 To receive a report from the Planning Committee**

Minutes of Planning Committee meetings previously circulated were **NOTED**.

### **129.17 To receive reports from sub committees and working groups**

**Active Seniors:-** Cllr Poole outlined how customers of NatWest Downend Branch will be able to use the facilities of the Post Office, after the branch closes in March.

**Children & Young People:-** No report.

**Communications:-** Report circulated by Cllr Shepherd.

- Enquiries are being made of a local delivery company in Fishponds for delivery of the next Parish newsletter.
- Quotation to be obtained for improvements to the Parish website.
- Article has been sent to Downend Voice about the local elections.
- Facebook/social media to be included in the next agenda of the Town & Parish Councils forum in April.
- Display boards to be updated in readiness for the Annual Assembly.
- Away Day has been booked for the new Parish Council on **5<sup>th</sup> September 2015**.

**Downend Business Community:-** Cllr Biggin advised of another well attended meeting.

**Events:-** Report circulated by Cllr Biggin.

- (i) Pop up Banner – A design, as recommended by the Events Committee, was shown to members. With the exception of changing some of the pictures, the design was **AGREED**. Revised costs will be obtained and taken to Finance & General Purposes Committee for approval.
- (ii) Annual Assembly – Parish Champion nominations now agreed as Diane Paddon, Paula Banks and Webbs Flowers.
- (iii) Christmas in Downend 2014 and 2015 – Cllr Biggin summarised the thoughts of the Events Committee as to how things could be improved for Christmas 2015.  
Two main items for consideration:-
  - to suspend parking from outside Kustom Flooring along to the Chemist for the duration of the event, thereby alleviating the problem with just one lane of traffic. With parking suspended, two lanes could be accommodated through Downend.
  - Query the date of the event, ie, either a Friday evening or on a Saturday.

### **Open Spaces:-**

Cllr Lewis circulated a report to members which was **NOTED**.

- King George V Park and Badminton Road Playing Fields – Some planting will be done in the spring and bulb planting in the autumn. Mark Pumphrey, Landscape Architect from SGC, will prepare a 30+ year Management Plan for the park. The landscape plan will not just include planting but discussions are ongoing about other issues, ie, replacing the dilapidated rubbish bins, the hedge/fence around the play area, entrances to the park, pavilion etc. The three new gates to the fenced children's play area are in the process of being installed. Friends Group hope to run sociable buggy walks and Walking for Health type walks.
- Lincombe Barn Park and Woods – Path has now been installed to join up with the paths down to and along the river.

- Litter Bins – Several items that were raised in a recent meeting with Alison Richards have been actioned. There are still various bins to be moved and reinstalled and issues connected with the Westerleigh Road Toilets are ongoing.
- (i) D&BH In Bloom – A comprehensive report from Cllr Boulton was circulated to members and **NOTED**.

**Traffic:-**

Report received from Cllr Ottewell was **NOTED**, in particular:-

- No 5 service – this was re-routed after the number 4 bus service was withdrawn and will now be curtailed at Oldbury Court from March. A new X48 Express service will be introduced which ends early in the evening. This means there will be no bus service along Overndale Road and residents relying on public transport will need to walk to Cleeve Hill to catch a bus to Downend. Cllr Ottewell has taken this up with First Bus and an article will be placed in Downend Voice.
- Licences for 4 cycle stands and parish information board at Quakers Road have been received. All items will now be ordered. Chris Belcher will be asked to install the cycle stands, with the information board being installed by Greenbarnes.
- Meeting has taken place with Trevor Thorne at SGC about the overgrown trees/damaged tarmac outside Quakers Road shops. Mr Thorne has suggested ideas to resolve the problems here, although Simon Penfold states the affected land is private and the cost of any works would ultimately fall on the owners of the land. Raj at MS2 states he may have the tree removed.  
**It should be NOTED that this Parish Council has brought to light the Health & Safety issues at this location.**
- BT will not meet with members of the Council to discuss the telephone kiosk in Downend. However, a full clean has been requested and also for the Perspex to be replaced as cleaning is no longer effective due to its current condition. BT will not replace the door and have confirmed that the kiosk is not available for adoption. All cleaning and repairs to BT public payphones is solely a matter for BT.

**129.18 Correspondence** – circulated to members for information. In addition,

- Armed Forces Day – SGC Armed Forces Day will be taking place on 27 June at Page Park. The organiser has requested the use of Hill House Park for additional parking. **AGREED**.
- Avon Fire Authority has written to seek support for a campaign to discourage members of the public from using Chinese style sky lanterns.  
**ACTION – Clerk to respond, noting the comments made, although D&BH PC does not own any land in the parish.**

**129.19 Reports from South Gloucestershire Councillors**

Cllr Biggin is welcoming a Fairtrade Cocoa Producer from Nicaragua.

**Chairman:**

**Date:**

*(Meeting closed at 8.45pm).*