

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 15 JANUARY 2015

Present:

Members: Councillors Mike Baker, Janet Biggin, Chris Boulton, Kate Conner, Jon Hunt, Kathy Morris, Sheila Ottewell, Elizabeth Shepherd and Julia Wimbush.

Officer: Angela Hocking.

PCSO Katrina Sheldrake, PC James Rochford and 5 members of the public.

128.1 Welcome from Cllr Shepherd in the Chair.

128.2 Apologies – Received from Cllr Mary Lewis, Cllr Martyn Poole and Cllr Graeme Riley.

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

128.4 Items from the Public

Residents of William Court, Overhill Road addressed the meeting, outlining their battle to have the white lines extended at the entrance to William Court. After discussions, it was suggested that the residents attend the next meeting of the PTSE committee on 28 January at Kingswood Civic Centre.

Queries about the recently installed Speedvisor were clarified. In addition, the use of a convex mirror to help visibility at this location was discussed. Again, this will be brought to the next meeting of the PTSE committee by residents.

Email received from a resident of Cleeve Lodge Road outlining his dismay that the NatWest Bank in Downend is closing in March. The resident requests that a campaign is launched against the closure in an attempt to make the bank reconsider its decision.

AGREED to write to NatWest expressing the Parish Council's dismay and ask that they reconsider their decision.

128.5 Items from the Police

The Police raised concerns about the area around the allotments and Britannia Wood, where sheds are being vandalised and wood is being burnt. Residents are being encouraged to report incidents as soon as possible. In addition, there have been burglaries in Buckingham Place and Salisbury Road. A local man has been in and out of prison through breaching his ASBO.

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

Page 4, Events, remove 's' after 'Norville'. With this amendment,

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

128.7 Matters Arising

Page 3 – Clerk has placed an article in Downend Voice relating to the Christmas event, and has written to Sainsbury's, as agreed.

Page 4 – Clerk and Cllr Shepherd are currently compiling an article for NALC'S Council of the Week.

Page 5 – Clerk has contacted Christians against Poverty who are not able to accept the Council's printer as it does not run with Windows 8. This can be given to the company who maintained the machine, for the sum of £30.

Cllr Morris has emailed South Gloucestershire Council Officers explaining that an invoice for £25,000 has still not been received relating to funding allocated by the Parish Council at King George V Park. (See Council Minutes November 2012). SGC has responded confirming that an invoice will be sent out as a priority and no interest will be charged.

NOTED.

128.8 Urgent Actions – None reported.

128.9 Finance & General Purposes Committee

(i) To authorise payments as follows –

Payments made by Business Debit Card

1 January 2015 Google Apps	Monthly service costs	£38.50
7 January 2015 Post Office Ltd	Postage	£21.39

On-line payments for authorisation

Accord Office Supplies Ltd	Stationery	£16.75
Bristol Sound Systems Ltd	Attendance at Christmas event	£264.00
Action Print	A3 printing of Christmas posters	£16.25
Salaries	January payment	£1548.83
Bath & North East Somerset Council	Monthly pension payment (employer + employee)	£387.43
A Hocking	Travel expenses	£6.49
T Webb Window Cleaning	Monthly maintenance	£260.00
South Gloucestershire Bus and Coach Company Ltd	Service 462 subsidy	£138.91
Forest	Traffic Management – Christmas road closure	£528.00
South Gloucestershire Council	Supply, erection, removal and disposal of Christmas tree	£1261.20
Downend Baptist Church	Room hire	£42.00

Payments Received

Total bank interest (November) from Lloyds Bank	£4.97
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(ii) **Spend to date against budgets / account balances** – Members received an up-to-date report showing the Council's spend to date. Various questions were raised, which were satisfactorily answered. Total of all accounts as at 30 November 2014 amounts to £168,468.94.

Clerk advised that the confirmed Local Council Tax Reduction Support Grant (LCTR) has been approved by SGC Resources Sub Committee as £4,930 for 2015/16. **NOTED.**

128.10 Hill House Park – update

Alan Sherratt, Community Spaces Coordinator confirms that a Briefing Paper has been presented to Lead Members of Communities Committee relating to South Gloucestershire Council entering into a full repairing lease with Downend & Bromley Heath Parish Council regarding Hill House Park. Lead Members agreed to this request and consequently Property Services Section has been instructed to negotiate the terms of the lease. Responsibility for the park will be assumed from September 2015. There are some S106 funds specifically designated for the maintenance and improvement of Hill House Park (£69,700 capital/£14,683 revenue). Whilst SGC is willing to allow D&BH PC, in conjunction with the Friends of Hill House Park, to explore and implement any future developments in the park, as landlords, SGC should be consulted before any capital works are carried out at this location. **NOTED.**

Members thanked Cllr Shepherd for taking the lead on this matter.

128.11 Konica Minolta Printer/Copier

Despite a long wait, the new printer arrived at the Parish Office. However, it did not have a fax facility as the machine had been upgraded from the one originally requested. An engineer came to install the machine (stayed for 5 hours). Since that time, a fax board has been installed (a further 3 hours) and still the scanning facility is not operating. Whilst the printing and copying function is excellent, the machine is not working satisfactorily and the service has not been particularly effective.

Clerk has obtained additional quotations for leasing and purchasing alternative machines. However, the machines cannot be viewed or tested prior to an order being placed.

AGREED to take forward at the next Finance & General Purposes Committee on 22 January, when details of other machines to lease/buy will be discussed.

128.12 Localism

Michael Dixon attended the recent Town & Parish Council Forum. He explained that a lot had been learnt over the past 12 months and more Councils were now 'buying back' the services of SGC.

128.13 Members Concerns to be noted

Cllr Conner raised concerns at the ongoing issue with the trees cracking the pavement at Quakers Road. Whilst these trees were planted by South Gloucestershire Council, they are on privately owned land. The pavement is now becoming a Health & Safety issue.

AGREED – Cllr Conner and Cllr Ottewell to liaise with Cllr Riley and follow this matter up with Simon Penfold at SGC.

AGREED – Clerk will also contact Simon Penfold to raise awareness of the potential health and safety issues at this location.

Cllr Ottewell raised concerns about the misuse of some litter bins.

128.14 To receive a report from the Planning Committee

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

Cllr Baker reported that the application for the 60-bed care home at Cleeve Hill will be discussed at the next committee meeting on Tuesday 20 January. It is anticipated that many residents will attend this meeting.

Rob Nicholson, SGC, has contacted the Chair to further discuss the proposed Downend Conservation area. This will be looked at in more detail by the Planning Committee at its next meeting and Mr Nicholson will also attend full Council on 19 February.

(Cllr Wimbush left the meeting).

128.15 To receive reports from sub committees and working groups

Active Seniors:- No report.

Children & Young People:- No report.

Communications:- Articles for the next newsletter to be received by Cllr Shepherd by the end of February. The newsletter will contain a review of the last four years.

Downend Business Community:- Date of next meeting 17 March at the Science Park.

Events:-

- (i) Pop up Banner – To bring forward at February's Council meeting.
- (ii) Annual Assembly – Parish Champion Nominations – Webbs Flowers has been agreed as a Parish Champion. In addition, Cllr Shepherd nominated Paula Banks, who started supporting the Wallace and Gromit Grand Appeal after her son Jack died in 2008 at the age of 9.
AGREED – Cllr Shepherd will further discuss with Paula Banks.
- (iii) Christmas in Downend – A 'wash-up' meeting will be held in the very near future.

Open Spaces:-

Cllr Lewis circulated a report to members which was **NOTED**. Matters to highlight:-

- The seat/planter at Sainsburys needs pea gravel and resin on top of the soil. Three other planters have developed cracks and a flexible compound is needed to repair the cracks.

AGREED to fund these items from the Open Spaces budget, following detailed costs received from Cllr Boulton, as follows:-

£115.20 for 10 no. silicon all-in-one elastic sealant adhesive tubes, +

£20.00 for 8 bags of pea shingle.

£135.20

AGREED – Prior to any of the above work taking place, Clerk will seek agreement from South Gloucestershire Council.

- Alison Richards has still not responded to requests to move/reinstate litter bins. As such, a meeting has been convened in an attempt to resolve these matters once and for all.
- King George V/Badminton Road Play Area – Gates for the play area have been ordered. Invoice awaited.
- Path from Westerleigh Road past the school and alongside the cemetery is in need of resurfacing and the wall is collapsing. Clerk has sent a letter to the residents of 15 Westerleigh Road, where the wall boundary most needs attention, asking them to look at the boundary and their Deeds to clarify ownership.
- Friends of King George V now have a new Chair, Fiona Konteh. Unfortunately, the only funds they have are grants obtained specifically for the play area gates. Funds are required for insurance, printing, meeting costs etc. They have submitted an application for a grant of £1,000 (total cost of the project £2,041) which Open Spaces will be pleased to fund from money remaining in the 2014/15 budget under 'Supporting Friends Groups and small projects in open spaces'.

AGREED to fund these additional requirements in the sum of £1,000 for the Friends Group from the Open Spaces budget, as detailed.

- (i) D&BH In Bloom – Cllr Boulton circulated a report to members. The Parish Council grant has enabled the group to provide additional displays in the High Street for 2015 and for the first time provide planters at Cleeve Wood and Quakers Road. There will also be a number of stand-alone planters throughout the parish. For the coming season, Bristol C.C Nurseries will water all the containers in the High Street; tree planters, cast iron planter and remote planters will be watered by In Bloom members and shop keepers. Fundraising is being discussed to make the group sustainable, and an application has been made to The Chase Area Forum.

It is intended to place a planter on the corner of Westbourne Road/Badminton Road which is just outside the parish boundary (within Mangotsfield Rural Parish Council). As D&BH In Bloom is set up as an independent organisation and funds for the planter will be coming from In Bloom resources, MRPC have been contacted and their permission sought to allow this project to continue. Planters will also be placed on the Downend War Memorial.

Cllr Boulton advised that £4,486.86 has been spent so far from the £7,000 allocation. **NOTED.**

Traffic:-

Report received from Cllr Ottewell was **NOTED.**

- White Lines – (see 'Items from the Public').
- Information Board – Traffic propose to purchase the final information board for installation by the shops in Quakers Road. The board will cost up to £2,000 (as budgeted in the 2014/15 financial year) and sourced from Greenbarnes who supplied the other boards in the parish. Installation should be carried out by Greenbarnes themselves to avoid the repetition of the earlier installation problems with SGC. SGC will provide the map, all as with the Cleeve Wood board, and a Licence will be obtained for siting on the pavement, alongside the post box.

AGREED to proceed, all as detailed, once a Licence has been forthcoming from SGC.

- Welcome to Downend signs – locations for these have been identified and further details and costings will be brought to full Council in February.
- Changes to Downend crossing – In response to a resident's query about the need to change the crossing in Downend, SGC confirm that the current Pelican crossing in Downend Centre is coming to the end of its useful life and needs replacement. From April 2015, all Pelican crossings are required to be phased out and replaced with Puffin crossings.
- The telephone box in the centre of Downend is still in a poor condition and Traffic Committee propose a site meeting with the relevant BT Management to find a better solution to the situation.

AGREED – Cllr Ottewell and Clerk will make the appropriate arrangements.

- Badminton Road accident site – This matter was raised at the SSCG meeting and it has been confirmed that SGC will replace the bollards and reflectors which have been demolished.

External Meetings:-

TOWN & PARISH COUNCIL FORUM – attended by Chair and Clerk. Update received from Trading Standards & Licensing and a presentation from Citizens Advice about their Signposting Service Project. Pension requirements for Parish Council employees were discussed. Concerns raised at the charge SGC proposes to make to Town and Parish Councils for their elections in May. Currently Bath & North East Somerset make no charge and North Somerset's charges are about half that proposed by SGC.

128.16 Correspondence – circulated to members for information.

Members' attention was drawn to the Government's Financial Settlement Consultation regarding the possible capping of some Town and Parish Council precepts. Cllr Shepherd advised that D&BH PC has responded to the consultation, strongly opposing the proposal for Parish Councils to be subject to the same referendum principles as the rest of local government.

128.17 Reports from South Gloucestershire Councillors - No report.

Chairman:

Date:

(Meeting closed at 8.52pm).