

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

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

**Present:**

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

Officer: Angela Hocking.

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

**130.2 Apologies** – Received from the Police, Jo Earley (Kingswood Community Transport), Cllr Chris Boulton, Cllr Martyn Poole, Cllr Elizabeth Shepherd and Cllr Julia Wimbush.

**130.3 Declarations of Interest under the Localism Act 2011** - Received from

- Cllr Sheila Ottewell as a volunteer on the First Bus Customer Panel.
- Cllr Mary Lewis as a member of the Friends of Leap Valley and the Friends of King George V.

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

**130.5 Items from the Police** – None received.

**130.6 Presentation by Jo Earley, Kingswood Community Transport**

Due to a bereavement, Jo Early sent her apologies. **NOTED.**

**130.7 Presentation by Jane White, Centre Manager, Bristol North East, and Mark Rich - Christians Against Poverty**

Jane White outlined the background to CAP, and how CAP today has grown into an international charity which runs a growing network of centres in partnership with local churches. Mark Rich is the new Debt Coach working in the area and to work effectively he will require a laptop, desk and chair. A grant application has been submitted which will be considered at the next meeting of the Finance & General Purposes Committee. **NOTED.**

**130.8 To receive and confirm as a correct record the Minutes from 19.02.2015**

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

**130.9 Matters Arising**

129.8 – Clerk confirmed that the SGC outstanding invoice has been received for payment.

**130.10 Urgent Actions** – None reported.

**130.11 Finance & General Purposes Committee**

**(i) Recommendations from Committee meeting held 5 March 2015**

- Newsletter delivery will be carried out by Diane Paddon, Gary Smart and young people from Christ Church and £500 will be paid for this service. As the newsletter

is a 20 page edition covering a review of the last four years, Clerk confirmed that as a result the cost of printing had increased to £998 and the graphic design increased to £300.

**AGREED to proceed, as detailed.**

- Grant follow-up letter was agreed and Committee considered these should be sent out in October to all those in receipt of a grant this April. **NOTED.**
- Website improvements – Michelle Britton of Daisy Designs has agreed to update the parish website. Michelle actually created the site in 2009. She has suggested making the site more responsive for mobile phones and tablets and indicated that re-coding the site to the Wordpress platform would be advantageous. A news page, blog, Facebook and Twitter were all discussed and the functionality to comment, as per the Facebook 'Like' buttons. A revised price has now been obtained in the sum of £950, exc. VAT.  
**AGREED to proceed on this basis, noting that £500 has been received from the Community Plan group towards website improvements.**
- Pop-up banner has been agreed by Council and as the cost remains unchanged.  
**AGREED to continue to place the Order with Lacuna Graphics.**
- Payment to Charity of the Year will be made at the Annual Assembly from donations received at events throughout the year, totalling £697.08. **AGREED.**
- Christmas lighting is required for Santa's grotto. A set of 160 outdoor multi-function LED lights can be purchased from Amazon for £16.  
**AGREED to purchase two sets for the Grotto, totalling £32.**
- Monkey bars – Cllr Lewis advised that the Friends of King George V and Badminton Road Playing Fields have had repeated requests for Monkey Bars in the park. It would be best to place the bars near the George V exercise equipment, probably at the car park end of the low bars and stepping posts. Cost of the bars is just over £1000 but unfortunately installation and Safagrass under them would bring the price up to a maximum of £2,900 which includes extended posts for the equipment, rather than the 1.8m originally quoted for. (Estimates provided by Rachel Burlinson, SGC). Cllr Lewis requested agreement to fund these Monkey Bars from the Open Spaces budget as monies remain unspent, and for the Parish Council to liaise with the Friends Group and SGC re purchase and installation.  
**RESOLVED to proceed with this project on the basis of the costs submitted.**
- **Noticeboard in Leap Valley** - The Friends of Leap Valley noticeboard has been damaged and is unsuitable as it is not enclosed. A quotation has been received from Greenbarnes for an appropriate board in the sum of £1,000.61 (exc. VAT). Installation will be implemented by Friends or Parish Councillors as it is simply a replacement for what is already in place. Cllr Lewis requested agreement that the noticeboard is financed by the Open Spaces budget as there is enough unspent funding available to cover this project.  
**AGREED to fund a new notice board at Leap Valley from the Open Spaces budget as detailed above.**

## **(ii) Verification of Bank reconciliations**

In accordance with Financial Regulations 2.2, Cllr Ottewell verified the bank reconciliations produced by the Clerk, and initialled the reconciliations and the original bank statements as evidence.

**(iii) To authorise payments as detailed below – The following were all AGREED for payment, and invoices signed appropriately.**

Payments made by Business Debit Card

1 March 2015 Google Apps	Monthly service costs	£38.50
11 March 2015 Post Office Limited	Postage of agendas	£10.23

On-line payments authorised by F&GP Committee

Accord Office Supplies Ltd	Stationery	£71.22
South Gloucestershire Bus and Coach Company	Service 462 subsidy	£168.63
Alide Hire Services	Hire of crowd control barriers	£72.00

Additional on-line payments for authorisation

T Webb Window Cleaning	Monthly maintenance, including one graffiti clean	£278.00
Amberol Limited	Baskets for planting by DBH in Bloom (as agreed by Council Sept. 2014)	£1999.54
Soul Edge	Newsletter delivery by the Faith Youth Group	£500.00
HMRC	Final NI/Tax payment for the year	£1484.09
Salaries	March payment	£1548.63
Bath & North East Somerset Council	Monthly pension payment (employer + employee)	£387.43
A Hocking	Travel expenses	£13.12
Konica Minolta	Charges November – February	£48.06
Konica Minolta	Flat rate charges Feb-May	£37.19
Zurich Insurance plc	Annual insurance 1 April 2015 – 31 March 2016	£2,195.89
South Gloucestershire Council	Supply and installation of Phase 2 design at Badminton Road Play Area	£24,694.00
S Henderson	Graphic design Spring newsletter	£300.00

Payments by cheque

Bromley Heath Community Festival	Double pitch for Heathfest	£30.00
Martyn Poole	Reimbursement for photocopying – Knit & Natter	£5.10
Bristol Branch of the Normandy Veterans	Total raised for Charity of the Year (to be presented at Annual Assembly)	£697.08
Avon Local Councils Association	Training for Clerk	£15.00

### Payments Received

Total bank interest (February) from Lloyds Bank	£5.32
Cheque returned from Avon Local Councils Association re. Neighbourhood Planning workshop – Cllr Elizabeth Shepherd	£20.00

It was **noted** that £24,694 has been transferred from the Business Instant Access account into the Treasurers Account to cover the funds required for the SGC payment.

#### **(iv) 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 28 February 2015 is £147,708.10. **NOTED.**

### **130.12 Green Dog Walking Scheme**

Clerk suggested to members that this scheme, which was adopted by D&BH PC two years ago, should be brought forward once again in an attempt to tackle the ongoing dog fouling issues in the area. There is an article on the parish website where those interested can download a pledge form.

**AGREED to take information on the Green Dog Walking Scheme to the 'C in the Park' event in June, to raise awareness to members of the public.**

**ACTION – Clerk to contact SGC about the ongoing overflowing dog bins in King George V Park.**

An article on dog fouling has been placed in the next edition of the Parish newsletter.

**ACTION – Clerk will contact Downend Voice to ask if they can include an article in a future publication.**

### **130.13 Parish Council Away Day**

The Away Day for the new Council has been booked for Saturday 5 September 2015, 10.30-3pm at Lincombe Barn. Clerk has contacted Melanie's Kitchen for prices to provide a hot buffet lunch, which have been received at £7.75 per head.

**AGREED to place a provisional Order with Melanie's Kitchen for a hot buffet lunch on 5 September at £7.75 per head.**

Further details and the programme for the day will be discussed with the new Council.

### **130.14 Localism**

A written Agreement for the provision of services from South Gloucestershire Council has been received.

**RESOLVED to enter into the contract with SGC. Clerk will sign and return one copy of the contract to Michael Dixon, SGC.**

### **130.15 Members Concerns to be noted**

- Cllr Ottewell raised concerns about the bins being constantly full in Downend village.

**ACTION – Clerk will contact SGC and ensure that schedules are not being missed.**

- Cllr Riley asked if a quotation could be obtained to complete the footpath along the desire line in the area of open space at Quakers Road. Although investigations have been made in the past, after discussions,  
**AGREED – Clerk to contact SGC once again to obtain a fresh quote for the continuance of a path at this area of open space.**
- Clerk informed members that she has contacted Gary Meddick to ascertain the costs of installing two paving slabs in front on the notice boards at Hurstwood Road and at King George V, which are both located on grass/mud, thus making it difficult for residents to read and for the Clerk to post notices. **NOTED.**
- Cllr Biggin outlined the 'Playing Out' concept to members.

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

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

Minutes of Planning Committee meetings held on 3 and 17 March were **NOTED.**

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

**Active Seniors:-** No report.

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

**Communications:-** Clerk advised that the newsletter is currently at the printers. The newsletter contains a review of Parish Council achievements over the last four years.

**Downend Business Community:-** Cllr Biggin will be meeting with Craig Lockett regarding ongoing arrangements for Christmas.

**Events:-** Annual Assembly is set for 30 April, 7pm, The Church Centre, Quakers Road. The date for Christmas in Downend was discussed.

**AGREED – Christmas in Downend will be held on Friday 27 November 2015.**

### **Open Spaces:-**

Cllr Lewis circulated a report to members which was **NOTED**, in particular:-

- Bromley Heath shrub beds and wild flower sowing – It is hoped that this will be completed week commencing 23 March.
  - King George V – Master Strategic Landscape Plan is being developed identifying various issues, including tree planting possibilities, replacement litter bins etc.
  - Hill House Park – revenue allocation of £14,683 from Section 106. Grass cutting for the park is approximately £3,500 per annum which could be paid for using the S106 funds to cover up to 4 years maintenance. SGC offer a service of checking, reporting and carrying out emergency inspections on trees. It has been suggested to allow about £250 per year at Hill House Park for this service. This would include regular inspections, a formal report every three years and emergency inspections.
  - Litterbusters – Hub Youth Group would like to become involved.
  - Outcome of the Veolia Environmental Trust grant application is still unknown as the meeting was delayed.
- (i) D&BH in Bloom – Cllr Boulton presented members with a report. Donations and sponsors have given the group encouragement. Spring planting is underway. The topsoil has now been removed from the tree planter outside Sainsburys, a

membrane has been laid and small flint installed. 12 Rowan trees will be planted by the end of the month. Formal Licences have been received from SGC for the planters, which will have displays throughout the year. SGC will install the poles in April in readiness for the summer baskets.

#### **Traffic:-**

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

- No. 5 Service – There have been many complaints from residents following the decision by First to withdraw the no. 5 from 29 March. Traffic Committee will continue to press First to reinstate the bus and this will be raised at the First Customer Panel meeting on 23 March. Chase Area Forum will also be writing to First, outlining the problems withdrawal of this bus service will create.
- White line marking, potholes replacement of bollards/reflectors at Badminton Road, works to cycle lanes, damage to street furniture and graffiti are all ongoing issues which are being chased on a regular basis. Unfortunately, there has been another accident along Badminton Road.  
**ACTION – Cllr Ottewell will send photographs to SGC in an attempt to get the bollards and reflectors installed.**
- Traffic Committee seek approval to spend up to £500 for the purchase and installation of 2 no. cycle stands, located in Bromley Heath Playing Fields. Cycles have recently been stolen from this area and residents would welcome the opportunity to protect their bicycles. Licences will be sought from SGC. It is proposed to purchase two of the less expensive stainless steel hoop-style cycle stands as there is not the same need for the reflective markings as required for those on pavements. Sufficient funds are available from within the Traffic Committee budget as the recently approved ‘Welcome to Downend’ signs will not be as expensive as first anticipated. Chris Belcher will be asked to install the stands, as he is installing those along Downend Road.  
**AGREED to proceed, as outlined above.**
- Overgrown trees on Quakers Road – Cllr Ottewell has met with Trevor Thorne, SGC. Whilst the trees are not the Parish Council’s responsibility, Cllr Baker requested a formal response is obtained from SGC as to their stance on this Health & Safety matter.  
**ACTION – Clerk will contact SGC in this regard.**

#### **External Meetings:-**

SAFER STRONGER COMMUNITY GROUP – Cllr Hunt advised that a raised table has been agreed outside Bromley Heath Schools with £32,000 coming from the Chase Area Forum. In addition, a 20mph scheme will be implemented at this location. Speeding concerns were highlighted in general by the SSCG and the Police will conduct sporadic checks in the whole area including targeting the 20mph zones. Whilst the disturbances in the allotment site have calmed down, there are still issues and a camera has been installed by a member of the public.

DOWNEND SCHOOL MANAGEMENT COMMITTEE – Meeting cancelled.

**130.18 Correspondence** – circulated to members for information. Also highlighted was the Consultation on the Draft Single Equality Plan.

Clerk emailed to members:-

- Information on the proposed conversion of the redundant Downend Day Centre into the South Gloucestershire Educations other than at School (EOTAS) Service. A public meeting at the Centre will be held on 15 April, 6-7pm.

- Membership of the Joint Local Access Forum (JLAF) – The JLAF is a statutory body established to provide advice to local District Councils on improving public access to land in the area for the purpose of open-air recreation and enjoyment. The JLAF is currently in the process of appointing new members.

### **130.19 Reports from South Gloucestershire Councillors**

Cllr Biggin outlined the Fairtrade Fortnight and attended the Guiding Awards, AGM at Lincombe Barn, Chase Area Forum, Dementia Friendly, South Glos Community Awards and Social Action Youth 'SAY'.

Cllr Hunt attended the Chase Area Forum and confirmed that awards were given to:

- D&BH in Bloom - £2,500
- Lincombe Barn - £500.

Cllr Hunt also made reference to:-

- Withdrawal of the No. 5 bus
- Dog fouling
- Double mini roundabouts at Westerleigh Road – no changes will be made
- North Street parking – currently a one hour restriction between 8am-6pm. It is hoped to implement a Parking Review of Downend in the future
- J18A, M4 link update.

**Chairman:**

**Date:**

*(Meeting closed at 8.45pm).*