

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 20 NOVEMBER 2014

**Present:**

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

Officer: Angela Hocking.

**126.1 Welcome** from Cllr Shepherd in the Chair

**126.2 Apologies** – Received from Cllr Chris Boulton, Cllr Kathy Morris, Cllr Martyn Poole and Cllr Julia Wimbush.

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

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

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

**126.6 To receive and confirm as a correct record the Minutes from 16.10.2014.**

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

**126.7 Matters Arising**

The lighting of the lane and car park from Peache Road to Downend Library is now complete. The lanterns will be changed to LED when they are in stock. John Abraham, Library Operations Manager, has written to thank D&BH PC for helping to fund this project.

Re: new bus shelter at Overndale Road – Clerk confirmed that SGC will be clearing the verges of debris around the new shelter, and re-seeding the affected areas.

**126.8 Urgent Actions** – None reported.

**126.9 Finance & General Purposes Committee**

- (i) **Internal Audit Report** – A copy of the report from Fiona Thornton was circulated to members, advising that no items of concern had come to her attention. However, a minor recommendation is made regarding authorisation of business debit card payments, ie, Council to sign the face of the card payment receipt (as for online payment authorisation), thereby demonstrating controls on payments. **NOTED & AGREED.**

(ii) **Recommendations from Committee meeting held 17 November:-**

- Fiona Thornton was re-appointed as the Internal Auditor for D&BH PC.
- A review of internal audit was carried out and members acknowledged that standards are effective and being met. There were no areas considered to be in need of development.
- Budgets and precept were discussed – this matter will be reviewed at December's Council meeting. However, it was noted that changes should be made to the training budget (increase to £1000) and to Clerk's salary, in line with new guidelines just received from the NJC.

- Concern was expressed that some invoices remain outstanding from SGC.

In an attempt to ensure matters are correct and up-to-date before the end of this Council's term, following a proposal by Cllr Shepherd,

**RESOLVED – Clerk to write to the Chief Finance Officer at SGC asking that any outstanding invoices are submitted to D&BH PC for payment before the end of the financial year.**

- Cllr Poole suggests that the Badminton Road Methodist Church would benefit greatly from a grant towards the Senior Keep Fit Sessions, which have been a tremendous success. As the grant process has now ended for the current financial year, Cllr Poole proposes utilising funds from the Active Seniors budget to help the group continue to run.

**AGREED to award £200 to the group from the Active Seniors budget.**

Cllr Poole also requested a donation to a lady who plays the electronic piano for elderly people, although this cannot be actioned as it is not possible to provide grants to individuals.

- Financial Regulations 2.2 states *'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.'*

**AGREED – Cllr Ottewell will action the above at December's full Council meeting.**

- Following a finance training course attended by the Clerk and run by 'Accounting Solutions from DCK Beavers Ltd', it is suggested that on-line banking should have dual authorisation, ie, another councillor would need to register separately with Lloyds and have an individual log-in. Clerk would set up payments which would require the second user to authorise before any payments could be made. Clerk has contacted the internal auditor in this regard, who considers this unnecessary as all records are inspected by council members as well as audit. In accordance with Financial Regulations, Clerk will continue providing bank statements to the Chair and will ensure that other councillors sign the bank statements and bank reconciliations periodically indicating that they have been examined. **AGREED & NOTED.**
- Petty cash balance is £6.52. **AGREED to authorise a further £20.**
- Newsletter – following discussions by the committee, **AGREED to seek alternative quotations for future newsletter deliveries. AGREED to arrange for a bouquet of flowers to be sent to residents in Wetherby Court (£25 authorised).**
- Christmas – The lighting for inside Santa's Grotto has been examined and it is felt, for Health & Safety requirements, that this should be renewed. In addition, 'feet' for

the two gazebos are required to ensure they are stable and safe. These can be sourced from Amazon.

**AGREED to purchase new Christmas lighting for Santa's Grotto from Argos, cost £39.99.**

**AGREED to purchase 'gazebo feet' from Amazon, cost £47.97.**

**(iii) To authorise payments, as detailed below –**

***Payments made by Business Debit Card***

31 October 2014 Post Office Limited	Postage (of newsletters)	£31.29
2 November 2014 Google Apps	Monthly service costs	£38.50
3 November 2014 Post Office Limited	Postage	£12.57
12 November 2014 Post Office Limited	Postage of agendas	£10.23
14 November 2014 Amazon	Purchase of 'rapid fit gazebo feet' (for Xmas gazebos)	£47.97
17 November 2014 Argos	Purchase of Christmas lighting	£39.99
17 November 2014 Hazel Holly	Purchase of flowers	£25.00

***On-line payments for authorisation***

B.T.	Quarterly telephone and broadband (paid by direct debit)	£259.61
Affordable Skip Hire Bristol Ltd	Hire of skip at Cleve Wood (agreed full Council Oct. 14) Additional skip	£240.00 £240.00
S Henderson	Graphic design of newsletter	£240.00
T Webb Window Cleaning	Sand down and re-stain Lincombe Barn notice board  Monthly maintenance	£160.00 £252.00
Accord Office Supplies Ltd	Stationery (ink cartridges)	£43.03
Greenbarnes Ltd	Repairs/refurbishment to information board	£578.64
Greenbarnes Ltd	Installation of information board	£480.00
Fiona J Thornton	Internal Audit Fee	£180.00
Philtone Litho Limited	Printing of Autumn newsletter Printing Xmas Carol Sheets	£750.00 £120.00
Salaries	For November	£1520.42
Bath & North East Somerset Council	Monthly Pension payment (employer + employee)	£379.09
A Hocking	Travel expenses	£26.49

South Gloucestershire Bus and Coach Company	462 subsidy	£178.23
Bibby Factors Manchester Limited	Supply and installation of new bus shelter at Downend Road and balance remaining for Overndale Road shelter	£4318.80
South Gloucestershire Council	Localism charges October-December 2014	£3172.00
	Installation of 2 lighting columns Peach Rd to Library/Clinic	£4762.54
	Printing of Parish maps for information boards	£192.00
H Mathews	Design work for Christmas flyers	£25.00

***Cheque payments for authorisation***

Quakers Road Church Centre	Room hire for Annual Assembly	£39.00
Feeding Friends	Donation	£400.00
Faith Youth Group	Donation	£500.00
Friends of Lincombe Barn Park & Woods	Donation	£150.00
Friends of Hill House Park	Donation	£500.00
Friends of Bromley Heath Playing Fields	Donation	£500.00
Golden-Oldies Charity	Donation	£182.00
Bromley Heath Community Festival (Heathfest)	Donation	£500.00
Great Western Air Ambulance	Donation	£250.00 (S137)
South Gloucestershire Citizens Advice Bureau	Donation	£500.00 (S137)
South Gloucestershire Over Fifties Forum	Donation	£200.00 (S137)
Resound Trust	Donation	£500.00
M Poole	Reimbursement re. Knit & Natter	£9.99
Cash	Re: Petty Cash	£20.00
Downend Baptist Church	Room Hire	£84.00

***Payments Received***

Total bank interest (October) from Lloyds Bank	£5.14
Downend & Bromley Heath Community Plan	£500.00

**(iv) Spend to date against budgets/account balances – Members received a budget**

report; no questions were raised. Balance of all accounts at 31 October = £195,733.50.

### **126.10 Review of Community Engagement Consultation**

*(NB Cllr Biggin and Cllr Hunt took no part in this item).*

Cllr Shepherd drafted a report in response to this consultation, which was circulated to Members. Council agreed to support the draft, albeit with an amendment to the section on CCTV. Cllr Shepherd was thanked for drafting the Council's response.

**RESOLVED to accept the report, with the amendments discussed, for submission to South Gloucestershire Council.**

**AGREED – Cllr Shepherd will contact Bill Crocker from the Bromley Heath Neighbourhood Watch to advise him that the consultation is open for comment.**

### **126.11 Christmas in Downend event**

The area outside the Banks will not require to be blocked off due to recent bus changes.

**ACTION – Clerk to advise Forest Traffic Management of the situation.**

All members received a timeline of actions for the day which were **noted**.

**AGREED to ask Bromley Bear to be 'on standby' in case The Affordable Theatre Company are unable to attend to turn on the lights.**

### **126.12 Annual Assembly**

- (i) Parish Champions – AGREED that Webbs Florist (Cleeve Wood) will be given the award of Business Parish Champion.**
- (ii) Guest Speaker –** Bromley Heath Womens Institute Choir have accepted the Parish Council's invitation to sing at the Annual Assembly. They have also accepted our invitation to perform at Christmas in Downend 2015.
- (iii) Venue –** Venue is now confirmed as the Church Centre, Quakers Road.

### **126.13 D&BH Community Plan**

Following a meeting of the group on 10 November, Cllr Riley presented a report outlining the actions agreed for the future of the Community Plan, as detailed below, which were **Noted & Agreed by Council**.

1. To accept the Actions Reports from the sub committees once the Transport Report has been signed off by Bill's Community Plan Transport Group.
2. To write a cheque for £500 to the Parish Council for updating and strengthening the Community Plan section of the Parish website.
3. To use some of the remaining funds of £760.50 to support the printing and distribution costs of a feedback report to local residents on the achievements of the Community Plan. It is proposed that this could go out in the spring Parish newsletter. The Youth Group of the Community Plan may also require some of these funds for fulfilling their recommendation of writing letters of appreciation and support to providers of youth activities and for engaging young people.
4. To hold an Extraordinary General Meeting on Monday March 2nd 7pm at Lincombe Barn so that the constitutional points of the handover of the work of the Community

Plan to the Parish Council can take place and to settle and hand over any remaining finances.

5. At the Parish Assembly to be held on Thursday 30 April, Diane, David and Bill will represent the Community Plan Group and have a table and possibly a short time slot to showcase the achievements of the Community Plan and to ratify the handover of the management of the Plan to the Parish Council.
6. Members of the Community Plan Groups will still be welcome to sit on the Parish Council Working Groups of Open Spaces, Youth and Traffic.
7. Once the Community Plan bank account is closed the Community Plan Group could continue as a Parish Council Working Group, with Parish council and non-Parish council members, meeting once a year to monitor the progress of the Actions listed in the Community Plan, to review changing needs and, if necessary, to carry out further research.

Cllr Riley thanked the Parish Council for their ongoing support with the Community Plan. D&BH PC thanked the Community Plan Group for their hard work over the years.

#### **126.14 Localism**

SGC have submitted charging information to buy back the Localism service for 2015/16, based on D&BH PC opting to enter into a three year contract. This will allow SGC to plan the service efficiently and keep charges to a minimum. Consequently costs have increased by about 1.8% compared to 2014/15. If it was decided to enter into a one year contract or part service for grass cutting, the charges will be greater because of administering and resourcing.

**RESOLVED, following a recommendation from Finance & General Purposes Committee, to buy back the service from SGC and accept a 3 year contract. Anticipated charges for 2015/16 have been received at £10,748.65.**

#### **126.15 Members Concerns to be noted**

Cllr Biggin explained that parking in the service road immediately behind the shops in Downend is causing problems for delivery vans trying to get to Kustom Floors. Clerk has asked Kustom Floors to put their specific concerns in writing which will be investigated further on their behalf.

Cllr Biggin also explained that the DBC are consulting with SGC about the current parking waiting times in Downend (30 minutes). It is hoped that the time limit can be increased to two hours.

*(Cllr Hunt left the meeting).*

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

Minutes of Planning Committee meetings were received and **noted**.

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

**Active Seniors:-** No report.

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

**Communications:-** The Parish website has a new page on the history of the Downend war memorial. The next newsletter will be delivered at the end of March and will include a

review of the Parish Council's last four years. The history of the Parish Council will need to be updated on the website to reflect this.

**ACTION – Cllr Shepherd and Clerk will liaise on updating the website.**

**Downend Business Community:-** Cllr Biggin attended an informative meeting with over 30 people in attendance. Small Business Saturday will be held on 6 December.

**Events:-**

- (i) Pop-up banner – no report. To bring forward at January's Council meeting.
- (ii) Remembrance Sunday – A very successful event in Staple Hill with many in attendance.

**Open Spaces:-**

Cllr Lewis confirmed that the seat has at last been installed in the Leap Valley play area. Re. King George V / Badminton Road Play Area, the Friends Group were unsuccessful with their grant application to SITA Trust. They are now sending off a new application to Veolia Environmental Trust. The group need to juggle grant awards to cover Third Party Contribution of £6,600 (20% of £33,000). SGC has given £2,000 towards this. Churngold have given £2,000 towards the three new accessible gates but the cost of these has now increased to £4,500.

**AGREED – D&BH PC confirms that they are flexible with the £6,600 promised to support the previous grant application and allow £4,400 to be used as Third Party Contribution for this new grant application. The remaining £2,000 will be used to ensure that all three gates are replaced (SGC will make up the remaining £500).**

The Friends Group have an open meeting on 24 November which has been widely advertised in an attempt to get more support for the Group.

Report circulated from Cllr Boulton providing an update on the Downend & Bromley Heath in Bloom group, which was **NOTED**. The Parish Council thanked all members of the Group for their continued hard work.

**Traffic:-** Report circulated from Cllr Ottewell which was **NOTED**.

Items to note:-

- 462 Bus Service – The cost to the Parish Council has increased which it is felt is due to the recent disruption at Quakers Road.
- Potholes – approximately 80% of the potholes originally reported have been repaired. Badminton Road/Cleeve Road junction and Cleeve Lawns/Cleeve Hill are particularly bad and are being chased up.
- Information Board – The board installed at Cleeve Wood still has damage on the front of it despite being polished out by Greenbarnes. The company reject the idea of a replacement. **Noted**.
- Steve Essery from SGC will be leaving the Council and will not be replaced. **Noted**.

**External Meetings:-**

ALCA SOUTH GLOS AREA GROUP MEETING – Cllr Shepherd advised that the Area Group has a new constitution which gives ALCA a slimmed down County Committee structure made up entirely of members of the Association.

DOWNEND SPORTS CENTRE MANAGEMENT MEETING – No report.

TOWN & PARISH COUNCIL FORUM – Cllr Shepherd circulated notes to members, which were **noted**.

### **126.18 Correspondence**

SGC has received a request from Christ Church, Downend, to hold their annual outdoor church service and community fun day at King George V playing fields again in 2015. Members had no objections to this proposal.

### **126.19 Reports from South Gloucestershire Councillors**

Cllr Biggin has attended Remembrance Day services, Chair's Civic Service, the Area Forum and a meeting of the Downend Business Community.

*D&BH PC has also been represented at 'Statutory Requirements & Proper Practices' course by ALCA (Angela Hocking) and the Chase & Kings Forest AGM (Cllr Graeme Riley).*

**Chairman:**

**Date:**

*(Meeting closed at 8.55pm).*