

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 16 OCTOBER 2014

### **Present:**

Members: Councillors Mike Baker, Kate Conner, Mary Lewis, Sheila Ottewell, Martyn Poole, Graeme Riley and Elizabeth Shepherd.

Officer: Angela Hocking.

Others: PC James Rochford, PCSO Katrina Sheldrake and 1 member of the public.

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

**125.2 Apologies** – Received from Cllr Julia Wimbush, Cllr Janet Biggin, Cllr Chris Boulton and Cllr Kathy Morris. Cllr Jon Hunt was not present.

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

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

**125.5 Items from the Police** – It was reported that Asian families are being targeted for burglary and the Team are advising these families about security measures to be put in place. There has also been instances of shed brake-ins along North Street; once again, residents are being reminded to upgrade security.

Skate Park update – Police advise that mopeds are being dealt with. The Team will increase foot patrols of the area as part of their daily routine in an effort to combat the drug problems.

A local man has been placed on a 2-year Anti-Social Behaviour Order with certain exclusion zones. In addition, it was noted that graffiti is being investigated; Bromley Heath School are securing their rear fence; residents are being encouraged to become involved with Speed Watch.

**125.6 To receive and confirm as a correct record the Minutes from 18.09.2014.**

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

**125.7 Matters Arising**

Re: 124.11, the printer/copier is still awaited.

**125.8 Urgent Actions** – None reported.

**125.9 Finance & General Purposes Committee**

**(i) Recommendations from Committee meeting held 9 October:-**

The following matters were ratified by Council following recommendations by the Committee:-

- Grant application requests were **AGREED** as follows:-

APPLICANT	AMOUNT REQUESTED	GRANT AWARDED
Feeding Friends	£400	£400

Faith Youth Group	£500	£500
Friends of Lincombe Barn Park & Woods	£150	£150
Friends of Hill House Park	£500	£500
Friends of Bromley Heath Playing Fields (We Love the Park)	£500	£500
Golden-Oldies Charity	£182	£182
Bromley Heath Community Festival (Heathfest)	£500	£500
Great Western Air Ambulance	£250 (S137)	£250 (S137)
South Gloucestershire Citizens Advice Bureau	£500 (S137)	£500 (S137)
South Gloucestershire Over Fifties Forum	£200 (S137)	£200 (S137)
Resound Trust	£500 (S137)	£500 (from Children & Young People budget)

- Quotation for Christmas lighting in the trees along Bromley Heath Road received following a meeting with Cllr Boulton and SGC, amounting to approx. £1000 per tree. To make the scheme effective, a minimum of 3 trees will need to be illuminated, ie, £3000.

**AGREED to explore the possibility of Christmas lighting in Quakers Road in view of the costs involved.**

- **Clerk has now actioned this request and has been advised that Quakers Road has concrete lighting columns and motifs cannot therefore be installed at this location.**

**The columns in Cleeve Wood Road outside the shops are not tall enough to house 3m columns. To pursue any project at this location will involve ordering smaller motifs so they cannot be reached from the ground.**

**AGREED that members will explore other options in the Bromley Heath area, specifically Quakers Road. Clerk confirmed that £4,000 has provisionally been outlined in next year's budget forecast.**

- Since the revisions to Financial Regulations, Standing Orders and all other policies were reviewed and ratified with minor amendments (all as detailed in the F&GP Minutes). **Noted and Agreed.**
- SGC anticipate that the estimated election costs for D&BH PC on 7 May will be £14,325.41. **Noted.**
- Christmas in Downend – **Agreed** to increase the budget for purchasing items for the children visiting Santa to £150.
- Skip Hire for Cleeve Wood – The Cleeve Wood shop-keepers are organising a clean-up day on 26 October and Finance Committee recommend funding a skip for the event, estimated to cost £200. **AGREED.**
- Parish Accommodation Fund – Committee agree that this account should hold funds allowing for approximately three months general expenditure, and for monies owed to SGC for ongoing/outstanding projects. **Noted.**
- Works to remove specific shrub beds along Bromley Heath Road and create a wildflower bed would be extra to the current Localism charges. However, the annual maintenance cost would be less than shrub bed maintenance, so after the initial set-up costs may reduce slightly. **Noted and Agreed.**  
Cllr Lewis will contact Gary Meddick to ask that the existing shrubs are removed and to confirm plans for the site.
- Lincombe Barn notice board – Clerk has contacted Tim Webb to ascertain the costs to refurbish this notice board. Quotation now received for £160 labour in addition to cost of materials. There are brambles growing behind the notice board which Clerk has asked SGC to clear.

**AGREED to request Tim Webb implements the refurbishment of the Lincombe Barn notice board in accordance with his quotation of £160.**

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

Payments made by Business Debit Card

2 October 2014 Google Apps	Monthly service costs	£38.50
8 October 2014 Post Office Limited	Postage	£11.16

On-line payments for authorisation

South Gloucestershire Bus & Coach	Service 462 subsidy (August)	£143.47
Downend Folk House Association	Room hire, August – December	£64.20
Accord Office Supplies	Stationery	£12.07
South Gloucestershire Bus and Coach Company Ltd	Service 462 subsidy (September)	£195.21
Salaries	For October	£1,520.62
Bath & North East Somerset Council	Monthly Pension payment (employer + employee)	£379.09
A Hocking	Travel expenses	£20.34
T Webb Window Cleaning	Monthly maintenance	£244.00

Cheque payments for authorisation

Avon Local Councils Association	Statutory Requirements Finance Training (Clerk)	£75.00
Royal British Legion	Payment of wreath for Remembrance Sunday + donation	£100.00
R Payne	Newsletter delivery	£250.00
J Robbins	Newsletter delivery	£250.00
Badminton Road Methodist Church	Keep Fit at Wednesday Café	£30.00

Payments Received

Total bank interest (September) from Lloyds Bank	£4.97
Precept payment and LCTS grant (50%) from South Gloucestershire Council	£45,961.50

**(iii) Spend to date against budgets/account balances –** Members received a budget report; no questions were raised. Balance of all accounts at 30 September = £199,592.92.

### **125.10 Review of Community Engagement Consultation**

Consultation circulated to Members, which considers a range of options impacting on the following areas:-

- Priority Neighbourhoods
- Safer and Stronger Community Groups (SSCGs)
- Town and Parish Council Forum
- Community Led Planning
- Community Speedwatch
- Information exchange

**AGREED to finalise comments at November full Council meeting.**

### **125.11 Hill House Park**

Cllr Shepherd and Clerk met with Alan Sherratt, Community Spaces Co-Ordinator at SGC, concerning the proposed future use of Hill House Park when the 10 year rule ceases in September 2015. Following a proposal by Cllr Lewis; seconded Cllr Poole; unanimous vote,

**RESOLVED – Clerk to contact Steve Evans, SGC, explaining that the Parish Council would like to express an interest in taking on a Lease for Hill House Park when the legal protection ceases in September 2015. D&BH PC wish to manage the Park, with the support of the Friends Group.**

### **125.12 Annual Assembly**

- Parish Champions** – Members were asked to consider nominations.
- Guest Speaker** – Clerk suggested asking the Bromley Heath WI Choir to provide entertainment during the evening. **AGREED.**
- Venue** – As Badminton Road Methodist Church has been sold, the Church suggest seeking an alternative venue as their circumstances for next year are unknown. Clerk is making investigations.

### **125.13 Community Plan**

Cllr Riley confirmed that a meeting to discuss the Community Plan and its future is scheduled for 10 November at Lincombe Barn.

**125.14 Localism** – no report.

### **125.15 Members concerns to be noted**

Cllr Riley asked if he could use the Parish Council display boards at the Chase & Kings Forest AGM on 6 November, which was **Agreed.** Cllr Riley will liaise with Cllr Biggin.

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

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

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

**Active Seniors:-** Cllr Poole suggested that the Parish Council should publicise the use of Kingswood Community Transport and how the elderly can use their bus passes. Cllr Poole

also expressed concern about local groups not knowing about the grant application process.

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

**Communications:-** Cllr Shepherd confirmed the newsletter was being processed. Cllr Conner was thanked for her help with the Council's Facebook page.

**Downend Business Community:-** No report.

**Events:-** Report circulated from Cllr Biggin which was **NOTED**. Much discussion ensued about the safety of a gazebo for Santa's Grotto and it was suggested to investigate the price of hiring or buying a small wooden chalet. Initial investigations highlight prices around £350.

**AGREED - Events Committee to take forward the idea of hiring or buying a small wooden chalet.**

**AGREED to allocate £100 to purchase sandbags, rope, low voltage outdoor lights and cable ties to secure the gazebo.**

**AGREED to erect the gazebo with all the above in place prior to the event.**

Clerk will contact Alan Jenkins about the possibility of a candyfloss stall and small rides.

**Open Spaces:-** Open Spaces report circulated from Cllr Lewis, together with a report from Cllr Boulton providing an update on the Downend & Bromley Heath in Bloom group, which were **NOTED**.

In view of the large number of items outstanding relating to litter bins and seats, Cllr Lewis and Clerk will arrange a meeting with Alison Richards, SGC, in an attempt to bring these long outstanding matters to a conclusion.

Cllr Lewis confirmed:-

- It is hoped to install a seat in the vicinity of Sainsburys. A site meeting will be held.
- Defibrillator – Sainsburys have agreed in principle but await formal confirmation from their Maintenance Department. If successful, it is hoped to install another defibrillator in Bromley Heath.
- Scantleberry Close – John Morris has agreed to install a wooden sign and laminated map. Area to be known as 'Scantleberry Close Open Space'.
- Bridleway MA20 – Public Rights of Way Officer has confirmed that new chippings will be laid.

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

Items to note:-

- Overdale Road raised kerb is complete and the bus shelter has now been installed.
- New bus shelter – It is proposed to purchase a new bus shelter for Downend Road at the Cassell Road bus stop. The 2 bay shelter with 50cm side panels would be in the Showcase bus route colours and provided by our usual suppliers, B&C Shelter Solutions, who have quoted £3,099. Steve Essery, SGC, has given formal approval. Raised kerb and hard-standing are already in place. Funding is available in the Traffic budget for 2014/15.

**RESOLVED to proceed with the purchase of a new bus shelter, as detailed above, from B&C Shelter Solutions.**

- Cycle Stands – Traffic Committee wish to purchase 4 no. cycle stands (approx. cost £149 each). Installation by Chris Belcher quoted as £400. The stands will be placed outside Danny's Barber Shop (x1), the pavement alongside the corner of the cricket ground (x2) and Downend Road outside the BT building (x1). The funds are available within the Traffic Committee budget for this financial year.

**RESOLVED to obtain agreement from SGC for the installation of 4 no. cycle stands at the locations detailed; installation by Chris Belcher at £400.**

**External Meetings:-**

ALCA AGM – Cllr Shepherd reported on a very well attended meeting. A revised Constitution was agreed and a Certificate of recognition awarded to Pat Hockey. Guest speaker was the Chair of NALC. The Quality Parish Scheme is being improved.

**125.18 Correspondence**

- Consultation on Discretionary Rate Relief – **Noted.**
- Notice of review of polling districts and polling places – Details of existing polling stations were conveyed to members. **Members agreed that the facilities for voting are practicable and accessible to all electors.**

**125.19 Reports from South Gloucestershire Councillors** – no report.

**Chairman:**

**Date:**

*(Meeting closed at 9.15pm).*