

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 18 SEPTEMBER 2014

Present:

Members: Councillors Janet Biggin, Chris Boulton, Kate Conner, Jon Hunt, Mary Lewis, Kathy Morris, Sheila Ottewell, Martyn Poole, and Elizabeth Shepherd.

Officer: Angela Hocking.

124.1 Welcome from Cllr Shepherd in the Chair

124.2 Apologies – Received from Cllr Mike Baker. Cllr Graeme Riley and Cllr Julia Wimbush.

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

124.4 Items from the Public – None received.

124.5 Items from the Police – None received.

124.6 Presentation by Helen Chignell, Children and Young People's Services Manager, Survive

Helen Chignell explained the role of 'Survive' who support people recovering from domestic violence and abuse.

124.7 To receive and confirm as a correct record the Minutes from 17.07.2014.

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

124.8 Matters Arising

- 123.12 – Clerk confirmed that the Parish Council's response to the draft Policies Sites and Places Plan had been submitted.
- 123.12 – Letter from the General Manager of Leap Valley Surgery circulated to members in response to the Council's letter requesting a satellite Doctors Surgery in Bromley Heath.
- 123.15 - Email circulated to Members from the Programme Director, Strategy & Development, South West Commissioning Support following the Council's letter about a Minor Injuries and Illness Unit at Cossham Hospital.
- Letter of support for Jenny Jones has been sent to the Honours and Appointments Secretariat.
- Letter sent to the Area Manager of the Post Office in support of the refurbishment of Quakers Road Post Office.

124.9 Urgent Actions – None reported.

124.10 Finance & General Purposes Committee

(i) Recommendations from Committee meeting held in August:-

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

- AVON PENSION FUND DISCRETIONS – Local Clerks have met to discuss the requirement by the APF to adopt a policy on the pensions discretions required to be put in place. This was circulated to members.
Proposed Cllr Biggin, seconded Cllr Poole, unanimous vote.
AGREED to adopt the Policy, as written, which was signed by the Chair.
- REVIEW OF FINANCIAL REGULATIONS – Following the repeal of Section 150(5) of the Local Government Act 1972 and the changes made to the Council's banking arrangements, a review of Financial Regulations was made by the F&GP Committee. Proposed Cllr Hunt, seconded Cllr Ottewell, unanimous vote.
RESOLVED to adopt the NALC model Regulations, with the appropriate amendments relevant to D&BH PC.
- GRANT APPLICATION FORM – The form has been reviewed and the revisions circulated to members.
AGREED to adopt the revised Grant Application Form with immediate effect.
- LIGHTING OF FOOTPATH, PEACHE ROAD TO DOWNEND LIBRARY – Clerk has met with SGC on site and a detailed quotation has been received to implement the works required totalling £3,968.78. Clerk has also written to the owners of the adjoining property to the lane (6 Peache Road) who welcome the proposal. Following a proposal by Cllr Morris, seconded by Cllr Biggin, unanimous vote -
AGREED to proceed with the works required to install lighting in the lane and at the Library.
- EXTERNAL HARD DRIVE – An additional external hard drive is required. Cost £39.94. **AGREED.**
- PETTY CASH – **AGREED to authorise a further £15.**
- GRANT FROM CHURNGOLD - £2,000 has now been received from Churngold which is being held in the Council's bank account on behalf of the Friends of King George V and Badminton Road Playing Fields.

(ii) To authorise payments, as detailed below –

Payments made by Business Debit Card

1 August 2014 Google Apps	Monthly service costs	£38.50
7 August 2014 Scan International	Purchase of external hard drive	£54.49
3 September 2014 Google Apps	Monthly service costs	£38.50
5 September 2014 Lacuna Graphics	Printing of numbers for bus shelters	£6.00
10 September 2014 Post Office Ltd	Postage costs	£35.93
11 September 2014 Fabrics Plus	Wool for 'Knit & Natter'	£59.70
11 September 2014 Motaman	Purchase of WD40 for notice board maintenance	£3.99

Payments authorised by F&GP Committee

BT	Quarterly telephone/broadband charges	£263.24
T Webb Window Cleaning	Monthly maintenance	£244.00
Accord Office Supplies Ltd	Stationery	£59.11
Aldermore Bank PLC	Invoice finance provider for Philtone Litho Limited (re.	£750.00

	newsletter printing)	
Salaries	Monthly payment for August	£1520.62
Bath & North East Somerset Council	Monthly employer/employee contribution (August)	£379.09
A Hocking	Travel expenses	£17.72

On-line payments for authorisation

Bristol City Council	Supply of summer bedding	£284.04
Active IT	Set up of new computer	£120.00
T Webb Window Cleaning	Monthly maintenance x 2 months over the summer	£244.00 x 2
South Gloucestershire Council	Quarterly payment for emptying of dog bins and grounds maintenance (July/August/Sept)	£3,172.00
Accord Office Supplies Ltd	Stationery/ink cartridges	£96.93
Salaries	For month of September	£1,520.42
Bath & North East Somerset Council	Monthly Pension payment (employer + employee)	£379.09
HMRC	Quarterly tax/NI	£1,431.83
A Hocking	Travel expenses	£14.88
South Gloucestershire Bus and Coach	462 subsidy	£52.91

Cheque payments for authorisation

Malcolm Lane & Son Limited	Supply of cast bronze dedication plaque	£1,122.00
M Poole	Reimbursement for Active Seniors – Wool	£16.00
Petty Cash	As per F&GP Committee re. petty cash	£15.00
Downend Baptist Church	Room hire	£84.00
M Poole	Reimbursement of materials for fixing of plaque	£6.07

Payments Received

Total bank interest (July)	£5.14
(August)	£5.66
South Gloucestershire Council (New Homes Bonus award for bus shelters)	£6,000.00
Quartet Grant (on behalf of Friends of King George V and Badminton Road Playing Fields)	£2,000.00

Cllr Ottewell considered the quarterly payment to SGC for emptying of dog bins and grounds maintenance should not be made until the end of September – **noted**.

(iii) Spend to date against budgets/account balances – Members received a budget report; no questions were raised. Balance of all accounts at 31 August = £161,016.70.

124.11 To discuss leasing new printer/copier for D&BH PC

The Council's original printer/copier is not compatible with the new computer. Clerk has therefore made enquiries as to what other Parish Councils use and has subsequently obtained a quotation from Konica Minolta to lease a multi-function machine. This covers all repairs and ink cartridges, enabling the use of a better machine rather than the capital outlay of buying one. A 5 year lease/rental equates to £31 per quarter; 3 years is £46.57 per quarter.

AGREED – to proceed to lease a bizhub C3110 machine from Konica Minolta over a 5 year term. Clerk to make the necessary arrangements.

124.12 Downend & Bromley Heath in Bloom

Cllr Boulton provided a comprehensive report updating members on the progress of the new group. Four new projects have been agreed by the Committee:-

1. Extend the autumn bulb planting in the parish	£652.80
2. Summer planting in the High Street.	£5,259.79
3. Spring and summer planting schemes and a clear-up around Cleeve Wood shops	£376.72
4. Summer planting at Quakers Road shops	<u>£356.44</u>
	£6,645.75

The In Bloom group has no funds available at present and they ask D&BH PC to consider helping with the projects detailed. In addition, they ask if the Parish Council will purchase the capital items such as planters, hanging baskets etc, thus allowing the In Bloom group to carry out the planting. Proposed Cllr Poole, seconded Cllr Biggin, unanimous vote.

AGREED to support Downend & Bromley Heath In Bloom for the projects identified up to a maximum of £7,000.

Cllr Shepherd thanked the In Bloom group and the local shops/businesses for carrying out the ongoing watering that is required on a regular basis. It was **noted** that a new website has been set up for the group.

124.13 Future of Parish Council newsletter

There will be two further editions of the Parish newsletter before the elections in May 2015.

AGREED – The new Council should decide upon any changes to the format of the current newsletter or whether to have a regular article in Downend Voice.

124.14 Community Plan

Comprehensive reports providing feedback from the Action Plan were circulated to members relating to communications, open spaces and traffic, which were **noted**. Cllr Shepherd proposed that she would contact the Secretary of the Community Plan to request that a meeting of the group is made for November. At this time the group will be asked to make a definitive decision about its future. If the group decides to fold,

AGREED that D&BH PC will be happy to receive any residual monies, which could be used to update the parish website.

- **Town Centre Health Check** – SGC is in the process of collating annual progress updates for the Town Centre Health Check. The document was circulated to members. **AGREED – Clerk and Chair will make an informed response.**

124.15 Localism – Correspondence has been received from Hands Property Maintenance and The Head Groundsman, each providing a quotation for bin emptying/repairs and maintenance.

AGREED to hold the quotes on file for the time being as the charges being made by SGC are competitive.

124.16 Members concerns to be noted

- Cllr Hunt reported graffiti on the notice board, King George V Playing Fields.
- It was suggested that if members have concerns about disruptive behaviour around the parish, they should ring 101.

124.17 To receive a report from the Planning Committee

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

124.18 To receive reports from sub committees and working groups

Active Seniors:- Cllr Poole reported that another computer course has now started. The Knit & Natter group are having an outing to Wales which is costing £2.74 per person when using a bus pass.

Children & Young People:- No report.

Communications:- It is hoped to meet with the website designer in the near future to update the Council's website.

Downend Business Community:- Cllr Biggin reported on a very productive meeting with a presentation from Gillian Patch on Employment Law.

Events:- Cllr Biggin provided an update on Christmas arrangements. The pop-up banner will be discussed at the next meeting.

Remembrance Sunday – usual arrangements apply. Clerk has ordered the wreath (cost £25). Cllr Shepherd proposed that a donation is also provided as this is the 100th anniversary of WW1.

AGREED to award the British Legion with £100 to cover the cost of a wreath and a donation.

Open Spaces:- A committee report presented by Cllr Lewis was **noted**. It was also **noted** that the SGC Play Officer has arranged emergency maintenance work to the base of the ramps at the skate park. Details of costs are awaited.

Traffic:- A committee report was presented by Cllr Ottewell. It was **noted** that in view of the low number of responses to the consultation on the creation of a left hand filter lane from Cleeve Wood Road into Bromley Heath Road to ease traffic congestion, any further consultation will be put on hold until after the Rapid Transit Scheme is fully operational.

It was also **noted** that the consultation on the speed table on Westerleigh Road, near Buckingham Gardens, has a closing date of 19 September. As such, members should make individual comments.

(9.10pm Cllr Morris left the meeting).

Information Boards – In an attempt to resolve the issues concerning the damaged information board at Cleeve Wood, an email has been received from South Glos Council outlining a summary of events leading to the return of the board to Greenbarnes. In addition, Greenbarnes has submitted a quotation to cover the repairs required which totals £482.20. Members discussed the best way to proceed.

RESOLVED to accept the quotation from Greenbarnes for the necessary repairs to be carried out.

RESOLVED that installation of the board will be carried out by Greenbarnes.

(9.15pm Cllr Hunt left the meeting).

External Meetings:-

SAFER STRONGER COMMUNITY GROUP – Report circulated from Cllr Shepherd which was **noted**.

CHASE AREA FORUM – No report.

124.19 Correspondence – tabled for members' perusal, including the following:-

- Council Tax reduction scheme changes
- The right for Parish Council's to sell electricity
- Healthy Weight and Obesity Strategy
- Early Help Vision Strategy
- Superfast Broadband
- Review of Community Engagement Consultation
- Advice Services Consultation
- Consultation on Pharmacy Services in South Gloucestershire.
- Review of Community Safety and Anti-social behaviour consultation.
- Review of Trading Standards

AGREED to incorporate the Review of Community Engagement Consultation on October's Council agenda. No comments to be made to the other consultations received.

124.20 Reports from South Gloucestershire Councillors

Cllr Biggin has attended 'Love the Park' at Page Park, in addition to the Chase Area Forum and the Downend Business Community meeting.

Chairman:

Date: