

DOWNEND & BROMLEY HEATH PARISH COUNCIL
MINUTES OF ANNUAL MEETING HELD AT
DOWNEND BAPTIST CHURCH, SALISBURY ROAD
THURSDAY 21 MAY 2015

Present:

Members: Councillors Mike Baker, Janet Biggin, Kate Conner, David Crowley, Jon Hunt, Kathy Morris, Sheila Ottewell, Martyn Poole, Graeme Riley & Raj Sood.

Officer: Angela Hocking.

6 members of the public.

*(Prior to the meeting, all members duly completed
and signed a Declaration of Acceptance of Office).*

ANNUAL BUSINESS

132.1 ELECTION OF CHAIR 2015/16

Cllr Graeme Riley and Cllr Janet Biggin were nominated for the role of Chair. Following a vote by signed ballot (in accordance with Standing Orders no. 18),

RESOLVED: Cllr Graeme Riley will serve as Chairman of Downend & Bromley Heath Parish Council for 2015/16.

132.2 TO RECEIVE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Following acceptance and acknowledgement to Members, Cllr Riley subsequently read and signed the Declaration of Acceptance of Office.

132.3 TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS

Clerk advised that as the election process has now passed, the Parish Council may co-opt to fill the two vacancies at Downend East Ward.

Members were circulated with five applications from Ben Burton, Michelle Cipolla, Jeanette Hayter, Peter Hingley and Colin Ogden. (Cllr Baker and Cllr Sood declared knowing Colin Ogden). After discussion and vote,

RESOLVED to appoint Ben Burton and Peter Hingley as Parish Councillors for Downend East Ward. Both members subsequently signed their Declaration of Acceptance of Office.

132.4 TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE AND WRITTEN UNDERTAKINGS TO OBSERVE THE CODE OF CONDUCT ADOPTED BY THE COUNCIL WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED

All Declarations of Acceptance of Office had been received.

132.5 ELECTION OF VICE CHAIR 2015/16

Cllr Janet Biggin was nominated, seconded and elected unopposed.

RESOLVED: Cllr Biggin duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2015/16.

132.6 TO APPOINT REPRESENTATIVES TO COMMITTEES & WORKING GROUPS

AGREED that all members will advise the Clerk of the committees/working groups they wish to join, as a matter of urgency.

132.7 FINANCE

- (i) **Internal Auditor's Report** – A copy of the report submitted by Fiona Thornton, Internal Auditor, was examined by all Members and **AGREED**.
- (ii) **To receive Year End Financial Statements for 2014/15 and documentation for approval relating to the annual Audit 2014/15** – Copies of Sections 1, 2 and 4 of the Annual Return and any additional documentation requested for submission to Grant Thornton, External Auditors, were shown and explained to Members. In addition, all end of year financial statements were examined **RESOLVED: The accounts and Annual Return be accepted.** Clerk confirmed that the Notices for the exercise of electors' rights have been displayed. Documentation signed by Chairman and Clerk.

NORMAL BUSINESS

132.8 APOLOGIES FOR ABSENCE – Received from Michelle Cipolla.

132.9 DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT

Received from Cllr Kathy Morris (Trustee: Circadian Trust).

132.10 ITEMS FROM THE PUBLIC – None received.

132.11 ITEMS FROM THE POLICE – None received.

132.12 TO RECEIVE AND CONFIRM AS A CORRECT RECORD THE MINUTES FROM MEETING HELD 16.04.2015

RESOLVED to accept the Minutes, which were signed by the Chairman.

132.13 MATTERS ARISING

- Clerk has now received a quotation from SGC to install hardstanding areas in front of two notice boards which amounts to £1986.31 for both sites. Paving slabs will not be considered as these become insecure over time. The hardstanding covers areas of 3m x 1.5m for Downend Road, and 4m x 1.7m at King George V playing fields, and allows for edgings, type one sub base, binder course and surface course area. The additional area at the Hurstwood Road bus shelter can be completed at the same time, at no additional cost.

AGREED to accept the quotation from SGC to install hardstanding areas, as detailed above, and to instruct SGC to install the same at the Hurstwood Road bus stop.

Quotation to install the remainder of the footpath at Quakers Road open space is still being quantified.

- Clerk has reported concerns about the litter being dumped at the rear of the old Co-operative Bank premises in Downend.
- Email has been sent to SGC outlining D&BH PC's disappointment regarding Hill House Park. Tina Rainey is also aware of our concerns.
- Small development off York Close will be named as Newbury Chase.
- Christmas in Downend – Proposal by Cllr Hunt, seconded by Cllr Morris,

AGREED that the Finance & General Purposes Committee, in conjunction with the Events Committee, review the costs associated with Christmas in Downend.

132.14 URGENT ACTIONS

Chris Boulton from Downend & Bromley Heath in Bloom explains that during the winter months, a member of the In Bloom group built eight wooden street planters. The planters have been constructed out of new decking boards and as such have a tanalised finish. Several of the planters are already in position. The feedback from residents has been positive. However, it is considered that if the planters could have a paint finish, this would improve the appearance. A suitable paint has been identified which has a 10 year guarantee. D&BH in Bloom have allocated all their funds for committed projects and request that the Parish Council cover the cost of the paint, which is £241.60 plus VAT.

AGREED to award D&BH in Bloom with a cheque for £289.92 to cover the costs, as detailed above.

132.15 FINANCE & GENERAL PURPOSES COMMITTEE

- (i) **To authorise payments** – Clerk circulated a list of payments to members.

AGREED that all payments are met, as detailed.

- (ii) **Recommendations from Finance & General Purposes Committee** –

- Risk Assessment and Asset Register approved. **NOTED.**
- Christmas lighting – 12 pieces (6 pairs) of the two-part Christmas trees have been inspected by City Illuminations. The total repair price is £1,215.

AGREED to proceed with the repairs required.

AGREED to consider a strategy to raise with the Downend Business Community about the costs and work associated with Christmas in Downend. Members to submit any comments to Cllr Biggin.

- Surplus office equipment – Clerk has a surplus black/white printer, XP computer and laptop (provided by SGC over 8 years ago). Despite offering to donate these to local groups and organisations, they are not required due to the age of the products and their compatibility with other office equipment. As such,

AGREED to ask Ben Kane from Kane IT if he can dispose of the equipment and wipe all content from both the laptop and computer.

- Fire extinguisher at the Parish Office is now out-of-date.

AGREED to update this at the earliest opportunity.

- Summons by e-mail - Following an amendment to paragraph 10(2)(b) of Schedule 12 to the Local Government Act 1972, it is now legally possible to summon

councillors to council meetings electronically. However, in order to do this, the Clerk must have the consent of the member and must have certified or authenticated the summons [sub-paragraph (2A)]. After discussion,

RESOLVED that, if councillors agree, future agendas and accompanying documentation will be sent electronically.

AGREED that the Clerk will issue the documents in a PDF format for increased security. Clerk will also physically sign a hard copy of the agenda on headed paper, which will be scanned to members.

(iii) Account signatories – Current signatories are Cllrs Biggin, Baker and Riley. Any two of these councillors are required to sign all financial transactions, in addition to the Parish Clerk. As Mary Lewis and Elizabeth Shepherd have left the Council, two further signatories will be required.

RESOLVED to add Cllr Sheila Ottewell and Cllr Martyn Poole as account signatories.

132.16 FUTURE OF PARISH COUNCIL NEWSLETTER

Discussions took place as to whether to continue with the Parish newsletter in its current format or to place regular articles in Downend Voice.

AGREED – Clerk to obtain up-to-date costs from Downend Voice to support a one-page article each month.

AGREED that Cllr Morris and Cllr Hingley could co-ordinate articles for inclusion, which would be circulated to all members before submission.

132.17 DOWNEND & BROMLEY HEATH COMMUNITY PLAN

All members were provided with a copy of the Community Plan document. Following a meeting of the group held on 18 May, a letter was circulated expressing DBHCP's gratitude for being given the opportunity to make a presentation at the Annual Assembly. DBHCP is grateful that the Parish Council has taken over the objectives and work of the Plan, and their role is now to monitor and review the situation on an annual basis. They request that members of the public are invited to attend meetings of the sub groups relating to areas in which they have a special interest. The bank account will be retained which has a balance of approximately £750. These funds can support small projects in the community and the Parish Council is also welcome to request grants from this fund if a suitable need is identified. **AGREED and NOTED.**

132.18 NOMINATIONS FOR CHARITY OF THE YEAR 2015/16

Members were invited to nominate local organisations for the Parish Council's Charity of the Year 2015/16. Cllr Biggin has recently met representatives of the Marie Curie Charity and Cllr Sood suggested the Bromley Heath Neighbourhood Watch. Matter will be reviewed again at June's Council meeting.

132.19 COUNCILLOR TRAINING REQUIREMENTS

The Parish Council 'Away Day' has been booked for **Saturday 5 September** at Lincombe Barn, 10.30am-3pm. This will be an opportunity for members to meet and discuss a 'business plan' for the next four years. (Apologies received from Cllr Biggin).

132.20 LOCALISM – No report.

132.21 MEMBERS CONCERNS, TO BE NOTED

- Cllr Morris advised that she had attended finance training at SGC and expressed that the Parish Council keep a careful watch over their future spending.
- Cllr Biggin stated that the new primary school at Lyde Green will not be ready for September and the children will be accommodated in a terrapin behind Downend School.

132.22 TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE

Cllr Baker outlined the major applications currently being consulted on and invited members to attend the next Planning Committee meeting on 26 May.

132.23 TO RECEIVE REPORTS FROM SUB COMMITTEES & WORKING GROUPS

Active Seniors:- No report.

Children & Young People:- No report.

Communications:- Cllr Riley will convene a meeting in the near future.

Events:- Clerk provided comments from letters received from the Bristol & Districts Normandy Veterans following receipt of their donation as the Council's chosen Charity of the Year for 2014/15.

Dates to note –

- C in the Park: 21 June at King George V Playing Fields
- Armed Forces Day: 27 June at Page Park
- Heathfest: 11 July at Bromley Heath Park

D&BH PC will have a stall at C in the Park and Heathfest.

Open Spaces:- Report circulated from Cllr Conner which was **NOTED**. Points to outline:-

- King George V & Badminton Road Playing Fields – The Master Strategic Landscape Plan has been finalised in more detail. Katherine Kearns, SGC, will assist with a listed planting timescale scheme. There will be opportunities for public consultation at C in the Park and Heathfest. Mary Lewis has been able to obtain £3,000 from the Round Table Dragons Den event for equipment in the park.
- Bromley Heath Playing Fields – The first annual meeting of the Friends Group has been held. It is hoped to repair some play equipment and clean up the park. Better signage has been requested and it is the group's wish to obtain more equipment for older children.
- Lincombe Barn Park & Woods – Possible signage is needed as signs with maps are out-of-date due to the new path. In addition, a sign at the Frenchay Bridge end of the Jubilee path is required.
- Dog Bins – A new dual purpose bin at the end of Christchurch Lane has been agreed with SGC. D&BH PC has consulted with both Christ Church School and the Medical Centre who have given their approval. The litter bin by the recycling area in the shopping centre car park was taken away recently as part of the removal of the recycling banks, and will be relocated to this new site. **ACTION – Clerk to make the appropriate arrangements.**

- Bridle Path has been given a top dressing of rolled stone dust. Discussions ongoing about a midway bollard to prevent excessive car use.
- Defibrillator – The positioning of this is still under discussion.
- Litterbusters – Diane Paddon and the Youth Group from Christ Church will do a litter clearance in George V and Badminton Road Playing Fields on 7 June.
- DBH in Bloom – The Knit & Natter group have presented the group with a handmade banner which is currently displayed in the Fabric Shop in Downend. Summer planting is ongoing and the large handmade planters are in place around the parish.

Traffic:-

First are proposing to make some amendments to the Night Bus, N47, which would affect those using the service from Downend & Bromley Heath. After discussions,

AGREED – Clerk to respond to Yate Town Council confirming that D&BH PC wish to retain the service as it currently stands.

External Meetings:-

DOWNEND SCHOOL STRATEGIC COMMITTEE – It appears that South Gloucestershire Council are working with Downend School to finalise arrangements to transfer the sports centre facility to them later this year when the SGC contract with Circadian Trust will end.

132.24 CORRESPONDENCE

- (i) **Advance warning of (1) Consultation on the Proposed Submission Version of the Policies, Sites and Places Plan and (2) Local Green Spaces** – Members had been circulated with the email from SGC suggesting that the above is placed on the Council's agenda for June. Clerk outlined that there will be an opportunity to meet with South Glos. Officers to review our Local Green Spaces.
- (ii) **The introduction of Community Infrastructure Levy in South Gloucestershire** – Clerk circulated the above information to members. Greg Evans, the S106 Officer at SGC will be attending the Town & Parish Council Forum on 7 July to provide further information.

132.25 REPORTS FROM SOUTH GLOUCESTERSHIRE COUNCILLORS

- Cllr Hunt advised that the contract with Merlin Housing ends in 2016. Meetings are being arranged for those affected within the parish, ie, Grace Court, Peache Court and Percy Walker Court.
- Cllr Hunt has been elected as Chair of Children & Young People, SGC.
- Cllr Biggin has attended the VE Day service at Christ Church organised and hosted by the British Legion; DBC social evening; Your Business Future event held at UWE (Fairtrade).

Chairman:

Date:

(Meeting closed at 9.14pm).