

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 18 JUNE 2015

**Present:**

Members: Councillors Mike Baker, Janet Biggin, Ben Burton, Kate Conner, David Crowley, Kathy Morris, Sheila Ottewell, Martyn Poole, Graeme Riley and Raj Sood.

Officer: Angela Hocking.

**133.1 Welcome** - Cllr Riley welcomed members to the meeting.

**133.2 Apologies** - Received from Cllr Peter Hingley, Cllr Jon Hunt and the Police.

**133.3 Declarations of Interest under the Localism Act 2011** – None received.

**133.4 Items from the Public**

A resident from Woodside Road has contacted Cllr Poole as they appear to be targeted by cold callers who are becoming aggressive. Clerk advised that Cold Calling Zones are normally achieved with the support of SGC Trading Standards where visitors to the zones see street signs on lamp posts to warn cold callers, and residents are provided with information packs and a door or window sticker to display. Such a project could be followed up with SGC if a need is identified. After discussions, it was

**AGREED that Cllr Poole will liaise with Bill Crocker from the Bromley Heath Neighbourhood Watch, who have carried out a similar project in the past.**

**133.5 Items from the Police**

Paul Fortune PC4707 has highlighted ASB in the area. The Police ask people to be aware that leaving windows open whilst they are out in the warm weather is leaving themselves open to becoming a victim of crime.

**133.6 To receive and confirm as a correct record the Minutes from 21.05.2015**

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

**133.7 Matters Arising**

Page 2 – Clerk has accepted the quotation from SGC to install hardstanding areas.

Page 3 – Surplus office equipment has been disposed of.

Committee Representatives – Cllr Baker explained that there are currently four members on the Planning Committee and another member would be advantageous. Discussions took place on whether to have nominated 'subs' in place, should the need arise.

**AGREED that any member of the committee should report to the Clerk as soon as practicably possible if they are unable to attend, when it is hoped a substitute may be found by emailing other members.**

**133.8 Urgent Actions** – None reported.

### 133.9 Finance & General Purposes Committee

#### (i) Recommendations from Committee meeting held 11.06.15 –

- **FORMAT OF COMMITTEE** – Committee comprises Chair, Vice Chair and four other members, ideally representing the spending sub committees/working groups (currently Cllrs Riley, Biggin, Conner, Ottewell and Poole). As such, there is a possible vacancy for another member of Council. **NOTED.**
- **WILLOW SURGERY PATIENT PARTICIPATION GROUP** – Some time ago, the PPG asked the Parish Council for help with purchasing 20 tabard style waistcoats, costing approx. £150, to enable the group to be more recognisable when assisting in any activities in the practice or elsewhere. After discussion and vote (6:1), **AGREED not to pursue this project. Clerk to advise the PPG accordingly.**
- **SIGNAGE RE. BROMLEY HEATH PLAYING FIELDS** – Costs are awaited from SGC to supply 2 new signs at Quakers Road and Wedgewood Road, directing people to the park.  
**AGREED in principle to proceed, subject to the quotation being within the budget allocated.**
- **SPRING CLEAN OF BUS SHELTERS & NOTICE BOARDS** – Tim Webb has quoted £24 per shelter to implement the spring clean. This totals £696 for all shelters and a further £36 for the notice boards.  
**AGREED to proceed with the spring clean, as detailed above.**
- **REVIEW OF COSTS FOR CHRISTMAS IN DOWNEND** – An itemised breakdown of costs for Christmas 2014 was shown to members.  
**AGREED that a meeting will be arranged with the DBC, Cllr Biggin, Chair and Clerk in an attempt to encourage the DBC to make a financial contribution.**
- **LAPTOP** – It is proposed to purchase a laptop which could be taken to alternative locations in the event of broadband failure or used in the parish office if difficulties are experienced with the Council's computer. The laptop would also be used for minute taking, as well as for providing presentations and the use by committees, if required. F&GP recommend a budget up to £500.  
**AGREED – investigations ongoing.**
- **VERIFICATION OF BANK RECONCILIATIONS** – In accordance with Fin. Regs. 2.2, Cllr Ottewell carried out an independent review, which was **NOTED.**
- **STORAGE** – Cllr Biggin is currently storing the larger items belonging to the Parish Council and members were asked to look for alternative local solutions.  
**AGREED to place an article to this effect in Downend Voice.**  
**ACTION – Cllr Morris and Cllr Hingley.**

#### (ii) Payment of accounts – **RESOLVED to accept the attached list of invoices for immediate payment. Invoices signed appropriately.**

#### (iii) Spend to date against budgets / account balances - It was noted that bank interest for May amounts to £4.41. Members received an up-to-date report showing the Council's spend to date. Total of all accounts as at 31 May 2015 is £151,078.97. **NOTED.**

### 133.10 To discuss future D&BH PC publications in Downend Voice

Cllr Kathy Morris and Cllr Peter Hingley have expressed an interest in compiling a regular article for inclusion within Downend Voice. Gary Brindle (Downend Voice) is prepared to give the Parish Council a discounted rate of £160 rather than £200 per month for a one page article. The cost for a double page would be £300 rather than the £320 it should be. It will be possible to alternate between 1 or 2 pages as long as Downend Voice are advised well in advance. The layout for the article would need to be considered so a variety of things could be promoted. Deadlines for each month have

been provided to the Clerk. A mock-up of an article produced by Gary Brindle was circulated. There are sufficient funds available within the newsletter budget. Cllr Burton suggested that if there was not enough content, it may be prudent to publish a quarterly article, then follow up with pieces on the Facebook page.

**RESOLVED to promote a regular article within Downend Voice, proceeding as follows:-**

- **Committees to propose articles and forward to the Clerk (by 4 August for September issue).**
- **Clerk will collate articles and forward to Cllr Hingley and Cllr Morris.**
- **Article to be created and returned to the Clerk who will seek endorsement from the Chair and Vice Chair.**
- **Once sanctioned, Clerk to send the article to Downend Voice before the deadline to ensure the relevant space is allocated (by 19 August for September issue).**
- **It will be the responsibility of the Communications Committee to address and manage this project.**

### **133.11 Nominated Charity of the Year**

Nominations to date are Marie Curie, Bromley Heath Neighbourhood Watch and Christians Against Poverty.

**AGREED to identify other local charities, prior to a decision being made.**

### **133.12 Local Councils Award Scheme**

In February 2015, a report was brought to full Council about this new Scheme, which replaces the old 'Quality Councils Scheme'. The Local Councils Award Scheme provides a framework to help Councils improve performance and confidence, with policies in place for continuous development. There are three Award levels – Foundation, Quality and Quality Gold. Qualification for one of the Award levels will contribute to and enhance the reputation of D&BH PC and demonstrate a commitment to improvement.

**AGREED – Clerk will ascertain from ALCA if any other local parishes have been instrumental in attaining one of the Award levels, or if any are giving consideration to pursuing the Scheme.**

*(Cllr Sood arrived 7.50pm).*

### **133.13 The proposed Downend Conservation Area**

Rob Nicholson, Senior Planning and Conservation Officer, Environment and Community Services, SGC has met with Council on two occasions regarding the proposals for a Conservation Area. The first draft is nearly finished and Rob would like to have a discussion in the near future to see if there is a way the resources can be accessed to progress this, so in effect it is community led. Increasingly this appears to be the way forward for conservation area appraisals. The new Doynton Conservation Area SPD was led by a group of local residents but with input from SGC to ensure it was sufficiently robust. Clerk has contacted Doynton to ask if a representative would be willing to attend a future Council meeting and either John Bartram, Chairman of Doynton Parish Council, or Dr Ron Ritchie who led the team will attend. **NOTED.**

### **133.14 To appoint a working group for Away Day 05/09/15**

Cllr Riley requested two members join him to make plans for the Away Day on 5 September. The Away Day will set the Council's agenda for the next four years.

**AGREED – Cllr Sood, Cllr Burton and Cllr Riley will make arrangements for the day.**

**NOTED that Cllr Morris has ideas for consideration.**

### **133.15 Localism**

It has been suggested that the litter and dog bins at King George V be amalgamated to dual-purpose bins for litter and dog waste. Converting to dual use bins allows a smarter appearance to areas and reduces street clutter. However, Gary Meddick confirms that from an operation standpoint there is no advantage to cost as each dual bin requires similar resource. Where parishes have gone down this route, SGC still classify a part of the bin as dog waste and charge the same rate. **NOTED.**

### **133.16 Members Concerns to be noted**

Litter Busters – Cllr Conner raised concerns that there is no lead member for the Litter Busters or indeed the Green Dog Walkers Scheme. Chris Boulton from the In Bloom group has agreed to speak to members of the group to see if anyone would be interested in Litter Busters.

**AGREED to await a response from Chris Boulton. However, if a new member cannot be appointed then Clerk will contact the Litter Busters to see if they wish to continue, and whether a member of the group can take the lead.**

Cllr Kathy Morris expressed concerns at the signage for Jan's car wash in Downend.

Cllr Biggin has received a complaint from Peter Matthias at The Attic. It appears that staff at Christ Church Medical Centre cannot use the designated car park at the surgery. Therefore they are parking elsewhere and blocking residential roads. Cllr Biggin is liaising with Chris Studley, SGC.

*(Cllr Morris left the meeting 8.15pm).*

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

Planning Committee reports had been previously circulated to all members. Cllr Biggin has called-in the main application for 67 Cleeve Hill. **NOTED.**

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

**Active Seniors:-** Report circulated by Cllr Poole (Chair of Committee). An Active Seniors Fair has been arranged for 15 September 2015, 2pm-5pm at Downend Library. Sirona Active Ageing Services have been invited. Keep fit is being targeted for male active seniors.

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

**Communications:-** No report.

**Events:-** Christmas arrangements are in hand, although members are aware of the need to keep costs to a minimum. As such a meeting to discuss future sponsorship will be arranged with the DBC + Chair, Vice Chair and Clerk from the Parish Council).

Clerk showed photographs of the childrens rides that are available for Christmas. A meeting will be arranged with the company on site following the next Events meeting.

Chris Boulton from DBH in Bloom has suggested that shop keepers could have a small standard Christmas tree with lights in their shop windows over the festive period. Arrangements will need to be discussed further..

Cllr Biggin requested volunteers to help with both C in the Park and Heathfest.

**Open Spaces:-** Report circulated by Cllr Conner (Chair of Committee).

KING GEORGE V & BADMINTON ROAD PLAYING FIELDS – Friends group and Open Spaces committee are investigating plastic picnic tables, including tables for the disabled. It is hoped to position two cycle stands by the pavilion area in Sutherland Avenue.

BROMLEY HEATH PLAYING FIELDS – Finance & General Purposes Committee have agreed in principle to the purchase and installation of two signs indicating the way into the playing fields (see 133.9). Additional costings have been received for a concrete table tennis table, for which a grant has been applied for. Benches are needed at the end of the basketball court which may need part funding by the Parish Council. However, the Friends group will be approaching SGC in the first instance.

BRIDLE PATH, CHURCH LANE – It is anticipated that a midway retractable bollard by Hillside Nursery will be installed by SGC to prevent too much traffic along the lane.

LINCOMBE BARN PARK AND WOODS – Friends group have requested new signs and maps and a sign at the Frenchay Bridge end of the Jubilee path. Friends will approach SGC initially but funds may have to be used from the Open Spaces budget to support this project.

GREEN DOG WALKERS – This campaign needs further organisation and to stimulate interest with the public. Cllr Hingley will draft an article for Downend Voice and promotional material will be taken to C in the Park.

DOWNEND & BROMLEY HEATH IN BLOOM – The group are attempting to make the High Street much cleaner and it has been suggested an article is placed in Downend Voice reflecting the current litter/maintenance problems being experienced. Four of the trees on Cleeve Hill have been vandalised which will be replaced in the autumn.

Chris Boulton has contacted the Clerk suggesting that it may be possible for the In Bloom group to create a pathway of grit dust at the Quakers Road open space. He feels that this type of project would suit the volunteers during the autumn. Quotation for a tarmac path is still awaited from SGC. **NOTED.**

DEFIBRILLATOR – Michael Nicholas, Estate Agents, have agreed in principle to allow a defibrillator to be installed on an external wall with a power supply from their building. Advice has been sought and it is essential to get a 'standard' defibrillator for ease of use.

**Traffic:-** Report circulated by Cllr Ottewell (Chair of Committee).

NO. 5 SERVICE – 69 responses have been received to the bus consultation, demonstrating the need for reinstatement of the no. 5. Following attendance at the Public

Transport Forum to provide a report on this, Cllr Ottewell stated that the meeting was abandoned when 3 of the South Glos. Councillors failed to attend.

ZEBRA CROSSING IN NORTH STREET – Traffic Committee propose that D&BH PC support the SGC proposal to convert the zebra crossing in North Street to one on a raised speed table, rather than a signal controlled crossing as this proposal is a more cost effective solution. **AGREED. Clerk to respond to SGC.**

CYCLE STANDS – Four cycle stands have been purchased and the one outside Danny's Barber shop has been installed. The remaining stands will be fitted once the service maps have been received. Licences for stands at Bromley Heath Playing Fields are progressing and a need has been identified for two further cycle stands in King George V Playing Fields. Traffic Committee wish to spend up to £500 for the purchase and installation of two stands situated near the Sutherland Avenue entrance. Funds are available within the committee's budget and Chris Belcher could install these at the same time as the stands in Bromley Heath Playing Fields. **AGREED to purchase 2 further stands for King George V Playing Fields. Clerk to progress Licences.**

The information board at Quakers Road has now been installed.

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

DOWNEND BUSINESS COMMUNITY – Meeting attended by Cllr Biggin.  
SAFER STRONGER COMMUNITY GROUP – No report.

#### **133.19 Correspondence**

- (1) Consultation on the Proposed Submission Version of the Policies, Sites and Places Plan and (2) Local Green Spaces – D&BH PC sent a comprehensive response to the PSP in November 2014. Councillor Mike Baker and Councillor Kate Conner will be attending a meeting to discuss the list of nominated local green spaces for inclusion in the PSP Plan, which is scheduled for 30 June at Poole Court, Yate. **NOTED.**
- Email from SGC advising that an additional lighting column is required on Badminton Road near the Horseshoe public house. They ask if D&BH PC wish to install an additional Christmas motif to match the existing and if so, a socket would need to be fitted to the column when installed.  
**AGREED to ask SGC to install a socket to the new lighting column.**
- Email from George Kousouros, Community Enterprise Officer at SGC regarding the Downend Scout War Memorial. SGC are working on a project whereby they are placing QR codes on or near war memorials, linked to a website where information about the war memorial and those listed on it can be found. As D&H PC has already carried research, we are being offered the opportunity to have a QR code added to the memorial in Downend.  
**AGREED – Clerk will meet with SGC on site to discuss options for where the plaque can be sited.**

#### **133.20 Reports from South Gloucestershire Councillors**

Cllr Biggin has attended meetings of The Friends of Page Park, DBC and Headway AGM.

**Chairman:**

**Date:**