

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 16 JULY 2015

Present:

Members: Councillors Janet Biggin, Ben Burton, Kate Conner, David Crowley, Peter Hingley, Jon Hunt, Sheila Ottewell, Graeme Riley and Raj Sood.
Officer: Angela Hocking.

- Mike Vernon, Kingswood Community Transport
- John Bartram and Ron Ritchie, Doynton Village
- One member of the public.

134.1 Welcome - Cllr Riley welcomed members to the meeting.

134.2 Apologies - Received from Cllr Mike Baker, Cllr Kathy Morris and Cllr Martyn Poole. Also received from the Police.

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

134.4 Items from the Public – None received.

134.5 Items from the Police - None received.

134.6 Mike Vernon, General Manager, Kingswood Community Transport

Mike Vernon outlined the background to Kingswood Community Transport (KCT) and how the group provides transport for the disadvantaged within South Gloucestershire. KCT is funded by SGC; however, they continue to apply for further grants as this funding is decreasing year on year. KCT will be happy to attend the Downend Connect event on 15 September.

134.7 Representatives from Doynton re. The Doynton Village Supplementary Planning Document / Conservation Area Appraisal

Professor Ron Ritchie from the group and John Bartram (Chair of Doynton Parish Council), addressed the meeting. They outlined the support Doynton received from the parish council and South Glos. Council, together with UWE post-graduate students, in preparation of the SPD. The whole process requires extensive consultation and community engagement. D&BH PC now awaits further input from Rob Nicholson, Senior Planning and Conservation Officer, SGC, at which time the proposed Downend Conservation Area can be taken forward.

134.8 To receive and confirm as a correct record the Minutes from 18.06.2015

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

134.9 Matters Arising

133.4 – Cold calling – Charlotte Allard from SGC Trading Standards has confirmed that they offer information booklets and door stickers for community groups and parish/town councils to purchase at £1.50 per property. These materials are intended to give residents

the information, advice and the support network needed to give them the confidence to deal with uninvited traders at the door. They would need a request from D&BH PC in writing indicating the number of packs required. Once the invoice has been settled, the packs would be sent to us to arrange distribution.

AGREED – an article will be placed in Downend Voice in an attempt to establish the level of interest throughout the parish.

133.9 – Clerk has sought advice about a laptop from members.

AGREED – Clerk to proceed to purchase a laptop up to the value of £500.

133.10 - Downend Voice - Members requested that the first article should include an introduction about all members of D&BH PC.

133.11 – Cllr Riley requested that Kingswood Community Transport is included in the list of nominations for Charity of the Year.

133.14 – Draft agenda for the Away Day was issued to members for their consideration.

133.19 – Clerk advised that she was meeting with George Kousouros at 2pm on 17 July regarding the QR code for the war memorial in Downend.

134.10 Urgent Actions – None reported.

134.11 Finance & General Purposes Committee

- (i) **Payment of accounts – RESOLVED to accept the attached list of invoices for immediate payment. Invoices signed appropriately.** It was **NOTED** that invoices due for payment in August will be settled via the Finance & General Purposes Committee.
- (ii) **Spend to date against budgets / account balances -** It was **NOTED** that bank interest for June amounts to £3.99. Members received an up-to-date report showing the Council's spend to date. Total of all accounts as at 30 June 2015 is £141,379.24. **NOTED.**

EXTERNAL AUDIT – Clerk confirmed that the External Auditor Certificate and Report for 2014/15 had been received. On the basis of their review of the annual return, in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Clerk will now display the Notice of Conclusion of Audit as required. **NOTED.**

D&BH IN BLOOM are asking the Parish Council to give consideration to provide funds to purchase materials for 8 no. additional street planters. One of the members has volunteered to build the planters based upon the same format of the existing. Cost for materials is £716.80 inc. VAT.

AGREED to request D&BH in Bloom complete a formal grant application which will be reviewed by the Finance & General Purposes Committee at the appropriate time.

134.12 The Commonwealth Flag Day

9 March 2015 marked Commonwealth Day 2015 with over 750 Commonwealth flags raised together that morning by local authorities, including many town councils. This was the largest, single raising of the Commonwealth flag in the history of the Commonwealth. NALC are now encouraging all parish and town councils to participate in this annual occasion. The flag can be raised by the chairman of the council, or a young person could be invited to raise it on our behalf.

AGREED to pass this to the Finance & General Purposes Committee for consideration and subsequent recommendation to Council.

134.13 Update from meeting to discuss the list of nominated Local Green Spaces for inclusion in the PSP Plan

The document sent to the Parish Council was found to have many errors and a corrected version was returned to SGC. Cllr Conner and Cllr Baker attended the South Glos. meeting at Yate and as a result, 12 response forms have been completed for each open space so these areas can be designated to be protected. **NOTED.** Cllr Conner was thanked for undertaking this project.

134.14 Localism – no report.

134.15 Members Concerns to be noted

- Cllr Biggin advised that the parking around 'The Attic' now appears resolved.
- Cllr Sood raised concerns about the future of Downend Cricket Ground.

134.16 To receive a report from the Planning Committee

Planning Committee reports had been previously circulated to all members, which were duly **NOTED.**

134.17 To receive reports from sub committees and working groups

Active Seniors:- Sue Jacques at SGC is taking responsibility for publicity for the Downend Connect event on 15 September. Sirona Care & Health have agreed they will attend.

Children & Young People:- Meeting to be held on 3 August.

Communications:- Following a recent meeting of the committee, Cllr Burton has generated a discussion paper which will be debated at the Away Day.

Events:- A meeting will be arranged between the DBC and members of the Events Committee to discuss the allocation of costs in relation to Christmas in Downend. **All members were asked to be present at the Christmas Lighting Switch On event on 27 November** as it was noted that very few volunteers attended both Heathfest and C in the Park.

(Cllr Sood left the meeting at 8.35pm).

Open Spaces:- Report circulated by Cllr Conner.

KING GEORGE V – Monkey bars have been installed. SGC are carrying out an assessment of bins in the park. Locations and numbers of picnic tables to be finalised.

LITTER BUSTERS – Two previous litter busters still wish to continue with the group and further advertising will be made via Downend Voice and the Heathboard.

BROMLEY HEATH PLAYING FIELDS – Table tennis table is ongoing due to potential access problems for the lorry and possible costs for additional work involved.

LEAP VALLEY – Bin to be installed in the play area.

LINCOMBE BARN PARK AND WOODS – Signage is under discussion with the Friends group and John Morris, SGC.

GREEN DOG WALKERS – Article to be placed in Downend Voice encouraging residents to be more aware. **ACTION – Cllr Hingley / Clerk.**

D&BH IN BLOOM – Quote still awaited from SGC to tarmac the continuance of the path at Quakers Road open space, but it is **NOTED** that the In Bloom group have considered a grit to dust path covering the present dirt track. More planting will be carried out in the autumn along Bromley Heath Road due to the failure of the wild flower meadow.

FRIENDS GROUPS – It is hoped to arrange a meeting of all the Friends Groups on Wednesday 12 August, 7pm, at Downend Baptist Church.

Traffic:- Report circulated by Cllr Ottewell.

NO. 5 SERVICE – First are adamant they will not extend the number 5 bus service into Downend without funding. The current route goes from Overndale Road into Downend Road. There are no bus stops along this section of Overndale Road but SGC will look at installing a new bus stop on this road, which will give residents access to buses into Bristol via the Eastgate Centre. **NOTED.**

N47 NIGHT BUS – The Joint Parishes Night Bus Group has rejected the proposal to change the route through the parish as it would be detrimental to our residents.

HURSTWOOD ROAD BUS SHELTER – Tarmac has been laid around the bus shelter by SGC, as requested by the Parish Council.

BADMINTON ROAD ACCIDENT SITE – The Safety Officer will be asked to take this forward following a meeting with the Highways engineer.

BENCH – The bench at Westerleigh Road outside Sainsburys is damaged, and has been for some time, despite asking SGC to repair/replace. After discussions,

AGREED to purchase a replacement bench for this location, and ask SGC to install this free of charge.

CYCLE STANDS – SGC is asking for a Section 50 Licence to be arranged at a cost of £350 to install the remaining three cycle stands that have been purchased for Downend centre. They say that in the future, all installations, however small, will have to go through the Section 50 process to ensure the Licence is fit to cover excavations within the highway.

AGREED that this request is unreasonable as standard licences had already been received before the cycle stands were purchased. Furthermore, after consulting with neighbouring parish councils, it appears that D&BH is the only parish expected to comply with this requirement and pay for licences.

AGREED – Clerk to contact SGC and ask that the costs associated with the Section 50 Licence are waived in view of the above and the costs that were incurred as a result of the damaged information board at Cleeve Wood.

If SGC will not rescind the Section 50 Licence requirement,

AGREED to install the 3 no. cycle stands at Bromley Heath Park and at King George V Playing Fields.

External Meetings:-

DOWNEND SPORTS CENTRE STRATEGIC MANAGEMENT COMMITTEE – Cllr Poole reports that from autumn 2015 the sports centre has to be self-funding, so when not in use by the school it has to have activities that show a profit. Problems will arise if unexpected high costs come to light, ie, damage to the all-weather pitch. Members of the committee were surprised to hear of the proposals for King George V Playing Fields as they had not been consulted, although seemed happy with the plans described by Cllr Poole. They have requested a copy of the plans are sent to Jim Francombe at Downend School, which has been actioned by the Clerk.

134.18 Correspondence – Available for members' perusal.

134.19 Reports from South Gloucestershire Councillors

Cllr Hunt confirmed that planning permission is due to be granted for the new school at the Downend Day Centre site. Cllr Hunt attended the launch of 'Time 4 Reading' at Wick School.

Cllr Biggin was present at the Armed Forces Day celebrations at Page Park, Management Meeting at Lincombe Barn, Heathfest and the 20th anniversary of Paul's Place.

Chairman:

Date:

(Meeting closed at 8.58pm).