

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 17 SEPTEMBER 2015

Present:

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

5 members of the public.

Prior to the meeting a minutes silence was held for David Upjohn, Chair of the Parish Council in 2007/08, who recently passed away.

135.1 Welcome - Cllr Riley welcomed members to the meeting.

135.2 Apologies - Received from Cllr Kate Conner and Cllr Kathy Morris.

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

135.4 Items from the Public – None received.

135.5 Items from the Police - None received.

135.6 Clive Setter, AED Locator (EU) Ltd

Clive Setter addressed the meeting and explained the use of Public Access Defibrillators and the HeartSafe cabinets available. The initiative was explained in detail and information circulated to members.

135.7 To approve the Minutes of the Parish Council Meeting held 16 July 2015

RESOLVED to accept the Minutes, which were duly signed by the Chair.

135.8 Matters Arising

Page 1 – Cold Calling – An article has been placed in Downend Voice with just one response to date, from a resident in Mangotsfield.

AGREED not to pursue this initiative any further.

Page 2 – Clerk and Cllr Hunt met with George Kousouros and Martin Burton, SGC, in connection with the Downend war memorial. The locations for the siting of the QR codes have now been finalised.

Page 4 – The bench at Westerleigh Road has been purchased by D&BH PC and installed by South Gloucestershire Council at no charge.

Page 5 – SGC will not waive any costs in relation to the Section 50 Licences. However, South Glos. Officers have met with Parish Councillors and the locations of the cycle stands have now been agreed at Bromley Heath Park and at Badminton Road Playing Fields. Utility searches awaited prior to installation by Chris Belcher.

135.9 Urgent Actions

Following the recent Away Day, Clerk has booked Downend Baptist Church for a public

meeting to discuss future priorities on Thursday 29 October from 6.30pm-8.30pm.

135.10 Finance & General Purposes Committee

(i) To Note the Minutes of the F&GP meetings of 6 August and 9 September and approve any recommendations

Minutes of the F&GP meetings were received and **NOTED**.

The following items requiring ratification by full Council were discussed and decisions made as detailed.

- Downend & Bromley Heath in Bloom - £5,000 should be apportioned in the budgets on an annual basis to support this group. In addition, the remaining allocation within the Open Spaces budget of £2,500 should be provided to D&BH in Bloom during the current financial year. **AGREED**.
- Bus shelter repairs – Due to the damage incurred to the Quakers Road shelter and following quotations received, the quote from B&C Shelter Solutions should be accepted in the sum of £750. **AGREED**.
- Christmas – Quotations from Bristol Sound Systems (£230) and British Red Cross (£110.40) should be accepted. **AGREED**.
- Christmas Motifs – A new lighting column has been installed in Downend and four lighting columns are to be upgraded at Quakers Road. A budget of £4,000 has been allocated by the Events Committee for new Christmas lighting and F&GP recommend the purchase of 5 sets of Christmas lights with the appropriate column brackets, totalling £5,775, exc. VAT. **AGREED NOT TO PROCEED. This matter will be reviewed again in the summer of 2016 with a view to establishing alternative sources of funding.**
- Active Seniors – In support of the Wednesday Café, £600 is authorised for the provision of Keep Fit. Also, three computer courses which will be match funded by Community Learning. Refreshments up to a maximum of £200 was agreed for the Active Seniors Fair on 15 September. **AGREED**.
- Path at Quakers Road – D&BH in Bloom have suggested a cost of £600 to install a grit path at Quakers Road open space. SGC has provided a quotation via Geosynthetics who have designed the construction of the path around the area of the tree canopies at a cost of £14,746.04 exc VAT. Members were asked for their thoughts on this project and whether or not it should proceed. **AGREED to reject the quotation from Geosynthetics. AGREED – Clerk to seek permission from SGC to implement work at this location.**
- Expenditure to date against the budget forecast was reviewed. It is agreed to maintain the existing budgeting practice for the remainder of the current financial year and any changes will be incorporated from April 2016. An independent review of bank reconciliations and bank statements was carried out. **AGREED & NOTED**.
- Grant applications were **AGREED** as follows:-

Downend Amateur Boxing Club	£370
Shopmobility South Gloucestershire	£200
The Friends of Page Park	No grant
Feeding Friends	No grant
Golden-Oldies Charity	No grant
Bromley Heath Badgers Pre School	£500

- Away Day – After concerns raised about the cost of providing lunch for this training day from the allocated training budget, F&GP discussed the setting up of a Chairman’s Allowance. However, this was considered inappropriate and Cllr Riley agreed to personally settle the invoice from Melanie’s Kitchen once received. **AGREED.**
- Open Spaces – £2,200 is necessary for the purchase, delivery and installation of a table tennis table and £986.16 for a picnic table, F&GP Minutes dated 9 September 2015, item 9 refers. As new assets, it is noted that these would need to remain in the ownership and responsibility of D&BH PC. In the event of damage to the assets, SGC can only be responsible for making them safe, including removing them if necessary. **RESOLVED TO PROCEED.**
- Risk Assessment and review of Council Governance – Insurance arrangements, Asset Register, Standing Orders, Financial Regulations and Council policies were all reviewed and agreed – F&GP minutes dated 9 September item 11 refers. **AGREED & NOTED.**
- Dates of Council meetings 2016 – Clerk requested that the date of the summer meeting is rearranged so that a meeting is held in August instead of July. **AGREED.**

(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 August 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 August is £124,361.35. **NOTED.**

135.11 Review of Away Day

Reports were circulated from Cllr Riley and Cllr Burton.

AGREED to accept the Action Plan produced by Cllr Burton as the way forward.

135.12 Nominated Charity of the Year

Suggestions put forward to date –

- Marie Curie
- Bromley Heath Neighbourhood Watch
- Christians Against Poverty
- Kingswood Community Transport

UNANIMOUSLY AGREED that the Council’s Charity of the Year for 2015/16 is Kingswood Community Transport.

135.13 Localism

No report.

135.14 Members concerns, to be noted

Cllr Biggin conveyed information about changes to the free grass cutting service by Merlin Housing.

135.15 To receive and note the Minutes of the Planning Committee meetings held on 4 August, 18 August, 1 September and 15 September

Members had been circulated with minutes of the Planning Committee meetings as they occurred. Duly **NOTED**.

Cllr Baker asked for support from members to ensure a quorum is reached.

AGREED that Cllr Sood will join the Planning Committee. This means that there will now be a total of 5 members (quorum 3).

Badminton Road Methodist Church – Planning application was called in by Cllr Hunt. It was suggested that members of D&BH PC's Planning Committee show support at similar site meetings in the future, as unfortunately the parish council was not represented on this occasion.

34-36 Overnhill Road – Applicant attended the committee meeting at which this application was discussed. Cllr Hunt confirmed that the application has been called in following concerns over access to the rear of the property.

Planning application notices – David Stockdale, SGC, advises that a site notice is provided to all applicants. However, he confirms that it is not a legal requirement for the notice to be displayed. **NOTED**.

Clerk outlined a letter received from Besley Hill in Downend about the interest shown in the lease of 11a Badminton Road by an estate agency. Clerk has suggested Besley Hill contact SGC about their concerns.

135.16 To receive and note reports from sub committees and working groups

Active Seniors:- Cllr Poole conveyed that the Downend Connect event was a great success and beneficial for residents.

Children & Young People:- Cllr Burton outlined that the initial priority for the group is to collect information by utilising existing resources.

Communications:- No meeting held.

Events:- Constructive meeting with four members from the DBC who have developed a working group for 'Christmas in Downend'. The DBC confirm their support for the event by providing £1000 in sponsorship. They will also be designing and printing the carol sheets. Forest Traffic Management and SGC confirm that it will be possible for two lanes to remain open throughout Downend for the duration of the event. An article will go into Downend Voice and the Week-in in due course.

ACTION – Cllr Hingley and Cllr Morris to construct an advertisement for Christmas in Downend.

Open Spaces:-

- (i) Update from representatives on Friends Groups – Report from the meeting held on 12 August was circulated and duly **NOTED**.

Traffic:- Cllr Ottewell circulated a report outlining how the working group is continually pursuing outstanding matters with SGC, which was **NOTED**.

There will be a meeting of the Joint Parishes Night Bus group meeting on Monday 21 September and it is wished the existing route remains unaltered. Meeting has taken place with an officer from SGC at the Badminton Road accident site and it is anticipated the necessary work will now progress in the very near future.

External Meetings:-

SAFER STRONGER COMMUNITY GROUP MEETING – Cllr Hunt reported on three items arising from the meeting -

1. Bins in the Co-op car park need emptying more frequently.
2. Suggestion to extend the 20mph speed limit throughout South Gloucestershire was rejected.
3. Proposal to install new LED lighting was rejected.

135.17 Correspondence – Available for members' perusal. In addition:-

- Gambling – Review of the Statement of Principles 2016-19 draft – No comments made.
- SGC Draft Statement of Licensing Policy 2016-1021 consultation – Again, members had no comments to make. Therefore D&BH PC will not be responding.
- Letter from Charity Partnerships Manager, BIU Group re: Great Western Air Ambulance Charity asking to place a clothing bank at a location within the community. No comments.

Clerk also advised that two consultations had been received from SGC –

1. Consultation on SGC's Special Expenses System from 2016/17 onwards, and
2. Consultation on the Local Council Tax Reduction (LCTR) Support Grant to Parish and Town Councils from 2016/17

These have been circulated via email to members for consideration and will be discussed further at full Council in October. (Deadline for responses is 23 October). Cllr Riley and Clerk will be attending a meeting about this on 5 October.

Sports Pitch Opportunities Event – Advance notice of this event scheduled for 21 October received from South Glos. Council. Clerk will be attending.

135.18 Reports from South Gloucestershire Councillors

Cllr Biggin advised that she had attended a meeting of the DBC with speakers from Marshfield Bakers, Kingswood Community Transport and Downend School.

Chairman:

Date:

(Meeting closed at 8.44pm).