

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 19 NOVEMBER 2015

**Present:**

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

Officer: Angela Hocking.

Four members of the public and Linda Tanner, Downend Voice.

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

**137.2 Apologies** - Received from Cllr David Crowley.

**137.3 Declarations of Interest under the Localism Act 2011**

Declaration received from Cllr Jon Hunt relating to item 137.17, Universal Youth Budget – future of the Positive Activities Subsidy.

**137.4 Items from the Public**

Clerk invited Angie Showering, resident in Bromley Heath, to attend the meeting to raise the concerns she has about funding the maintenance of the local sports pitches. Her email had been circulated to members as the resident was unable to attend. **NOTED.**

**137.5 Items from the Police**

PCSO Daniel Cowley confirmed that the Police are running below minimum staffing levels and therefore prioritisation is unavoidable. For the Downend/Bromley Heath area, the average crime reported is less than the national average. Major crimes such as robbery and aggravated assault are rarely seen. Members were requested to be mindful when putting out recyclable material which is on view to members of the public.

**137.6 Tina Rainey, Community Spaces Maintenance & Administration Manager, South Gloucestershire Council re. Sports Pitch Opportunities**

Tina Rainey outlined proposals for groups to take over responsibility of some sports pitches within South Gloucestershire under a lease/licence agreement. For Downend & Bromley Heath, this includes Bromley Heath, Badminton Road and King George V Parks. Tina invited questions from members and explained the procedure for submitting an Expression of Interest. Any sites not taken up may have to revert back to an amenity grass cut and pavilions not taken up will most likely be closed.

In answer to questions raised, Tina confirmed that SGC would be happy to work with the parish council to undertake a survey of the pavilions prior to taking them over. D&BH PC would need to seek legal advice regarding the conditions that form the lease/licence agreement and a Tenancy at Will was also discussed. SGC can provide a dedicated team to help with the formation of a business plan. D&BH PC would be liable for their own legal costs.

### **137.7 To approve the Minutes of the Parish Council Meeting held 15.10.2015**

**RESOLVED - the Minutes of the Council meeting of 15 October 2015 were approved and signed as a true and accurate record.**

### **137.8 Matters Arising**

Page 2 – D&BH in Bloom are giving consideration to costing the grit path at Quakers Road open space. Further details and specification awaited.

Page 3 – D&BH Parish Council has been registered on the Local Council Award Scheme, Foundation level.

Page 3 – Cllr Morris once again raised concerns about Jan's Hand Car Wash.

Page 3 – Nitrous Oxide Canisters – Clerk provided updates from both South Gloucestershire Council and Chris Skidmore MP. The Psychoactive Substances Bill is currently making its way through Parliament which will make it an offence to produce or supply 'legal highs' and a maximum prison sentence of seven years will be introduced. This will restrict their supply and ensure that people have less opportunity to acquire them. It will also give powers to the Police to seize and destroy 'legal highs'. The landmark bill will fundamentally change the way new psychoactive substances are tackled and put an end to new drugs appearing on the market more quickly than government can identify and ban them. Nitrus Oxide will come under the definition of 'legal hig'h so will be included in the changes this legislation will bring.

Page 4 – Clerk has met with the SGC Dog Warden who has provided the necessary signage requested. In addition, SGC are now spraying the pavements with a 'no dog waste' stencil.

Page 4 - Cllr Janet Biggin laid a wreath at the War memorial in Staple Hill on Remembrance Sunday. Cllr Riley recorded his appreciation.

**137.9 Urgent Actions** – None reported.

### **137.10 Finance & General Purposes Committee**

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

**(ii) Spend to date against budgets / account balances - It was NOTED that bank interest for October amounts to £4.13. Members received an up-to-date report showing the Council's spend to date. Total of all accounts as at 31 October is £151,436.76. NOTED.**

#### **(iii) Recommendations from Committee meeting held 21 October**

The following items from the Finance & General Purposes Committee were

**AGREED** by Council:-

- Committee analysed bank accounts and reserves held. From 1 January 2016, £75,000 is protected by the Financial Services Compensation Scheme. Committee recommend that an additional bank account is opened with an alternative financial institution to spread any potential risk. As HSBC is situated in Downend, Committee agreed that Clerk make enquiries as to opening an account with them. Clerk is due to meet with an officer from the Bank at Kingswood Branch on 7 December with a view to discussing the opening of a Business Money Manager account. This is an instant access savings account and an additional current account does not need to be opened.

**RESOLVED to proceed with opening this account with HSBC, depositing £75,000.**

- Budgeting was discussed in detail and all members were invited to attend the next F&GP Committee meeting on 2 December when further deliberations will take place and a proposed precept considered, which will be taken to full Council in December for ratification.
- The job requirements of the Parish Clerk were noted for discussion at the next annual supervision meeting with both Chair and Vice Chair. This meeting has now taken place.

Despite being remunerated for 30 hours working over a four day period, Clerk is clearly working full time (37 hours) over the four days, in addition to a short time on a Saturday, when necessary. Cllr Baker urged members to consider suitable remuneration for the Clerk.

**AGREED to revise the Clerk's working hours, with a view to full time working, at the next meeting of the Finance & General Purposes Committee meeting on 2 December. This will also have an impact on the budgeting for 2016 onwards.**

**NOTED that the Clerk may require an Assistant in the future. As such, office accommodation should also be considered as part of the budgeting process.**

- (iv) Internal Audit report** – All members were provided with a copy of the audit report. No matters of concern were raised. However, the auditor has stated that any commitment to take on the three sports pitches within the parish will have a marked impact on the precept levels. Council cannot rely on reserves held to offset the necessary increase in expenditure as the time frame of 25 years is too long. **NOTED and AGREED.**

- (v) Application from Downend & Bromley Heath in Bloom** – Council has already agreed that the remaining allocation of £2,500 from the Open Spaces budget should be provided to D&BH in Bloom during the current financial year. As such, the group ask the Parish Council to give consideration to provide funds to purchase 3 no. dual hanging baskets, complete with poles, to be located in the High Street. Total cost is £1,252.50.

**AGREED to make arrangements with D&BH in Bloom for the purchase of the hanging baskets, poles and ancillary fittings.**

### **137.11 To discuss purchase of defibrillator**

Finance & General Purposes Committee recommend that a defibrillator is purchased. The total cost of the HeartSafe cabinet with accessory package totals £2,295, excluding installation. Michael Nicholas estate agents have confirmed they are in agreement for the unit to be fitted on their outside wall and will not charge for electricity usage. Cllr Poole confirmed that he knows a qualified electrician who has agreed to install the defibrillator, in addition to dummy cameras as a deterrent. The total cost of this project, including installation, should not exceed £2,500. Following a proposal from Cllr Ottewell, seconded Cllr Hunt, unanimous.

**RESOLVED to purchase the HeartSafe cabinet totalling £2,295. Clerk to make the appropriate arrangements.**

### **137.12 Report back from public meeting re Parish Precept on 29 October**

Clerk circulated notes of the meeting to members, which outlined the strong views of parishioners for the Parish Council to take over the playing fields. At the invitation of the

Chair, Fiona Konteh (Friends of King George V) explained that the Friends of King George, Badminton Road and Bromley Heath had created a petition for the local community to show support for D&BH PC to increase the precept in order to keep the playing fields. Fiona presented the petition to Council which now has 576 signatures. The petition was accepted by Cllr Riley.

### **137.13 To agree submission of Expression of Interest for taking over playing fields and pitches at King George V, Badminton Road and Bromley Heath**

Following the presentation by Tina Rainey and after much discussion at the recent public consultation meeting, whilst noting the emails received from residents, proposed by Cllr Ottewell, seconded by Cllr Hunt, unanimous vote -

**RESOLVED that Downend & Bromley Heath Parish Council will submit an Expression of Interest with regard to taking over the responsibility of the playing fields at Badminton Road, King George V and Bromley Heath.**

**AGREED to create a working group for future meetings consisting of Clerk, Cllr Kate Conner, Cllr Ben Burton, Cllr Martyn Poole, Cllr Raj Sood and Cllr Sheila Ottewell.**

### **137.14 Christmas in Downend 27 November**

Report circulated by Cllr Biggin which was **NOTED**.

Chocolates will be given out to the children by Santa and Cllr Biggin requested that £100-£130 is authorised to make this purchase. In addition, refreshments will be needed for the volunteers and Cllr Biggin proposed that these are sourced from Melanie's Kitchen, as in previous years.

**AGREED – Cllr Biggin and Clerk to make the necessary purchases as detailed above. Funding of the chocolates and refreshments will be taken from proceeds received from the fairground rides.**

### **137.15 Localism – No report.**

### **137.16 Members concerns, to be noted**

Due to a shortage in staff numbers, Cllr Jon Hunt advised that problems had occurred whilst directing people out from the fireworks display at King George V. Cllr Hunt will be meeting with the Police and Round Table to discuss this matter further.

*(8.30pm Cllr Morris left the meeting).*

### **137.17 Correspondence**

- **How can the community maximise efficiency due to reductions in both Police and Council services? (Email from Bromley Heath Neighbourhood Watch)**  
The Secretary of BHNW has written to say that the Watch is concerned about the reduction in Police and Council services, with potentially more to come. The Police are more stretched than ever with the Beat team being deployed to an increasing degree to answer 999 calls. This inevitably impacts on their ability to support meetings. BHNW feel that by working together we should start looking for innovative ways as a community to maximise efficiency of meeting them and seeing if new partnerships can work.

PCSO Daniel Cowley is of the opinion that things will improve in the future. However, in the meantime, he is happy to produce a regular statement which could be circulated to the parish council / BHNW.

- **Post 16 Travel Assistance Contributory Charge Consultation** – No comments made.
- **Universal Youth Budget – Future of the Positive Activities Subsidy** – Members were circulated with information from SGC about the future of the PAS. The consultation will assess what the impact may be of not renewing the PAS after the end of March 2016.  
**AGREED – to be reviewed by Children & Young People Committee.** (Deadline for response is 11 January 2016).
- **Queen Elizabeth 90<sup>th</sup> Birthday celebrations 2016** – The Lord Lieutenant of Gloucestershire, Dame Janet Trotter, is organising an event to celebrate the Queen's 90<sup>th</sup> birthday next year. The event will be held on Thursday 21 April with a mid afternoon church service and is by invitation only. The Parish Council is asked to advise of any parishioners who will be 90 on 21 April 2016 or who will already be in their 90s next year, in addition to any voluntary groups or charities we think should be invited. (SGC request that this event is not publicised via newspapers/radio etc as it is not an open event).  
**AGREED – Clerk will forward the information to Cllr Poole who will make further enquiries within the Active Seniors groups.**

*(Cllr Hunt left the meeting at 9.13pm).*

- **South Gloucestershire Council Budget and Savings Programme 2016/17** – No comments made.

#### **137.18 To receive and note the Minutes of the Planning Committee meetings held on 27 October and 10 November**

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

#### **137.19 To receive and note reports from sub committees and working groups**

**Active Seniors:-** Active Seniors wish to start up a group – 'Man and his Tools'. The issue has been to find suitable premises with the additional facility of storage for materials. However, the shipping container at Badminton Road Playing Fields and the pavilion have been agreed by SGC. Skilled retired carpenters are prepared to do the jobs that require machining. The only start up cost will be to purchase timber and Cllr Poole requests £400 for this. Cost of storage is nil. Current cost for use of the pavilion (60% discount) is £5.64 per hour, ie, £16.92 per week.

**AGREED to provide £400 to start up this new group.**  
**AGREED to bear the costs associated with hiring of the pavilion.**

Cllr Sood offered to help the group by using his shop as a means of advertising.

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

**Communications:-** Cllr Riley thanked all members who had participated in the public meeting.

### Events:-

- (i) **Annual Assembly 2016 & Parish Champion nominations to date** – The Annual Assembly of D&BH PC will be held on Thursday 28 April 2016. Clerk asked members to consider a venue and Badminton Road Methodist Church was suggested. Two nominations have been received for Parish Champions, being Downend & Bromley Heath In Bloom as the voluntary organistaion and Kustom Flooring for the business award . Chair requested that the Handy Van Garden Care Scheme are invited to attend with a stall to advertise their services.

### Open Spaces:- A report was circulated by Cllr Conner which was **NOTED**. Items to note:-

- The concrete table tennis table has been ordered.
- Light blue litter bins will be installed at King George V.
- DBH in Bloom – Replanting of the trees on Cleeve Hill will take place in the very near future.

Cllr Conner was thanked for her continuous hard work.

### Traffic:- A report was circulated by Cllr Ottewell, which was **NOTED**. Items to note:-

- SGC have proposed to remove the broken wooden barrier from the kerbside and use it to repair the barrier along the back of the grass verge, as far as possible. Verge Master Bollards will then be installed around the bend on the main road side of the grass. As this is maintenance work, there will be no cost to D&BH PC. SGC advise that if residents use the grass for parking they will issue enforcement notices to prevent the verge being damaged.
- All cycle stands have now been installed.
- Cllr Ottewell attended a meeting of the Joint Parish Night Bus Group who considered tenders for provision of the N47 Night Bus contract, which expires in April. It was resolved that parishes within the group consider a 2 year contract with First for the existing route totalling £7916 pa, the proportion for D&BH PC being £900. It was **noted** that Emersons Green Town Council have opted out of this project. Following a proposal by Cllr Biggin, seconded by Cllr Conner, unanimous - **RESOLVED to accept the two year contract with First for the existing route at £900 per annum for this parish council's portion. Clerk will report back to the Joint Parishes Night Bus Group.**

### External Meetings:-

ALCA South Glos. Area Group meeting – Clerk to circulate the Minutes to all members.

### **137.20 Reports from South Gloucestershire Councillors**

Cllr Biggin has attended the Area Chase Forum, DBC meeting, Lincombe Barn Management Meeting, meeting of Merlin re Peache Court, Percy Walker Court and Grace Court, Engage event at WISE campus and a Celebration of Achievement at BAWA.

**Chairman:**

**Date:**

*(Meeting closed at 9.30pm).*