

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 10 DECEMBER 2015

Present:

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

Officer: Angela Hocking.

2 members of the public.

138.1 Welcome

Cllr Biggin took the Chair and welcomed members to the meeting.

138.2 Apologies

Received from Cllr David Crowley and Cllr Graeme Riley. Cllr Raj Sood was not present.

138.3 Declarations of Interest under the Localism Act 2011

None received.

138.4 Items from the Public

None received.

138.5 Items from the Police

None received.

138.6 Sarah Milne, South Gloucestershire Council re. Draft Waste Strategy

Sarah Milne, Waste Project Coordinator, outlined how the current waste service can be improved to ensure delivery of the best possible service that meets environmental aspirations, whilst still providing value for money and achieving the council saving programme targets. The main objective is to reduce the volume of residual black bin waste and increase recycling. Consultation on the draft strategy closes on 15 February 2016.

(Cllr Morris arrived at 7.20pm).

138.7 To approve the Minutes of the Parish Council Meeting held 19.11.2015

RESOLVED - the Minutes of the Council meeting of 19 November 2015 were approved and signed as a true and accurate record.

138.8 Matters Arising

137.11 – Clerk has received an order form for bespoke wording or logos required to the defibrillator. In addition, contact details are needed for a Guardian.

RESOLVED to include this as an agenda item for January's full Council meeting.

In the meantime, Cllr Poole will speak to Gary Smart (paramedic).

137.13 - The first meeting with South Glos. Council since submitting the Expression of Interest for the sports pitches has been arranged for Thursday 17 December at Badminton Road Offices.

AGREED to include Cllr Baker in the sports pitches working group

137.14 Cllr Biggin displayed the cup which will be awarded to the winner of the Best Dressed Christmas Window competition.

138.9 Urgent Actions – None reported.

138.10 Finance & General Purposes

(i) **Payment of accounts** – Members were circulated with a list of payments for authorisation.

RESOLVED that all payments should be met. Invoices signed by Cllr Baker, Cllr Biggin and Clerk.

(ii) **Spend to date against budgets / account balances** - It was **NOTED** that bank interest for November amounts to £4.27. Members received an up-to-date report showing the Council's spend to date. Total of all accounts as at 30 November is £146,105.57. **NOTED.**

Clerk confirmed that takings in the Christmas collection buckets amounts to £280.12. Further monies are awaited from the face painting and Andrews Estate Agents.

(iii) Recommendations from Committee meeting held 2 December

- Training Policy for New Staff and Councillors – Members had been circulated with a revised version of this policy.

RESOLVED to adopt the Training Policy for new staff and councillors, as written.

Clerk advised that a three day residential development programme is available for Parish and Town Councillors, providing an opportunity to learn from the LGAs leadership trainers. **NOTED.**

- HSBC Money Manager Account – Account signatories signed all the relevant documentation to open a new account with HSBC. Clerk has since met with officers at HSBC Kingswood and the documentation has been checked and submitted.

AGREED to arrange a transfer of £75,000 into this account.

- ALCA ask us to consider being supportive of a consolidated approach by ALCA in response to SGC's consultation – Review of Community Safety – in the area of the 9 SGC funded PCSOs.

AGREED that D&BH PC does not wish to be represented.

- Two applications have been received for special financial support, ie, in excess of £500. After consideration, Bromley Heath Scout & Guides have been directed to apply to the Chase Area Forum. The additional application from Downend Baptist Church towards their building project will be reconsidered in the New Year.

NOTED.

- Binding of Minutes – Clerk has obtained a quotation from Shaw's in the sum of £115 to bind council minutes in burgundy buckram bookcloth with gold blocking to the front and spine.

AGREED to proceed with the binding of Council minutes and accept the quotation from Shaw's in the sum of £115.

- Meeting to be arranged with Downend Voice to discuss an article about a rise in the parish precept.
- Bromley Heath Parish Walk – Open Spaces consider that revisions are required to this parish walk. After consulting with SGC, they have quoted £50 per hour to alter the publication.

AGREED to proceed with the alterations to the Bromley Heath Parish Walk.

138.11 To agree hours of work for Clerk to Downend & Bromley Heath Parish Council with effect from 1 December 2015

Following a recent supervision meeting between Clerk, Chair and Vice Chair, it became apparent that the Parish Clerk is consistently working in excess of her 30 hours per week contract. Clerk works on Mondays and from Wednesday-Friday from around 8am until 5.30pm, including some evening work and occasional Saturday mornings when required. Following a recommendation from Finance & General Purposes, proposal by Cllr Morris, seconded by Cllr Conner, unanimous vote,

RESOLVED that the Clerk to Downend & Bromley Heath Parish Council will be employed to work 37 hours per week (full time) effective from 1 December 2015. Clerk will continue to work on Mondays and from Wednesday to Friday.

138.12 To form a working group for the creation of a Business Plan for D&BH PC

Finance & General Purposes recommend that a five year Business Plan should be established, in line with the budgets that are currently being deliberated. As such, it is considered that a working group is set up to create the Business Plan.

AGREED that Cllrs Jon Hunt, Ben Burton, Mike Baker and Sheila Ottewell will form the working group to develop the Business Plan.

AGREED that all members should consider ideas for incorporating into the Plan and to bring these ideas to full Council in January. An open discussion is needed on the categories members consider significant.

AGREED to discuss the provision of office accommodation at January's Council meeting.

Once the consensus of opinion is known, the working party will work on the detail of the Business Plan, as a result of having been given a clear steer as to its direction.

The Business Plan will also form part of the Local Council Award Scheme requirement, ie, an action plan for the current year needs to be published on line.

138.13 To ratify budget and precept request for 2016/17, as recommended by Finance & General Purposes Committee

Finance & General Purposes realise that reserves of just under £100,000 are barely adequate for the annual turnover being considered. There are a range of issues that will impact on the budget requirement, ie, the sports pitches opportunity, additional staff, reserves etc. After extensive discussions by the committee, members concluded that a Business Plan is required to ensure effective budgeting (see 138.12). However, the budget

proposed allows to financially plan for short term problems as well as a long term strategy. Following receipt of the petition in support of a rise in the precept, consultation with the community via Downend Voice and by holding a public meeting,

RESOLVED, in principle, to request a precept from South Gloucestershire Council for 2016/17 of £304,500. (This will be ratified at full Council in January).

With regard to 'Donations', Cllr Hunt queried the donation to D&BH in Bloom and how the funds would be apportioned.

AGREED to invite Chris Boulton to full Council in April 2016 to provide a presentation on D&BH in Bloom.

138.14 Joint Spatial Plan (JSP) and Policies, Sites and Places (PSP) Plan

Cllr Baker attended a briefing on 1 December. A shortfall of around 1,500 homes has been identified within the next five years. The Core Strategy identifies sufficient housing supply overall but this cannot be delivered quickly enough. Therefore there is a need to boost the immediate housing supply to meet needs. The PSP Plan cannot be progressed whilst the shortfall remains in place so a further consultation has been launched to help identify a range of additional housing sites. Housing sites which are identified will be subject to further consultation before submitting final proposals to the Planning Inspector. **NOTED.**

138.14 Localism – No report.

138.15 Members concerns, to be noted

Cllr Poole raised concerns about D&BH Parish Council potentially being locked into a 25 year lease in connection with the sports pitches. Members agreed that the terms of the lease will be further discussed and put in the hands of Solicitors and SGC. A Tenancy at Will could be considered initially.

Cllr Baker reported rubbish accumulating in the Co-op car park.

ACTION – Clerk to make arrangements for the rubbish to be cleared within the car park.

138.16 To Note the Minutes of the Planning Committee meetings of 24 November and 8 December

Members had been circulated with the Minutes from the meetings held, which were **NOTED.**

Cleeve Hill Care Home – An Inspector has been appointed to determine this Appeal and will conduct the Hearing on 12 January at 10am at Cleve Rugby Club. Everyone who has sent comments to SGC will be contacted.

34-36 Overhill Road, Downend, Bristol BS16 5DP – This application has been refused by South Glos. Council.

Members considered that the Planning Committee should cancel committee meetings if inquorate, in accordance with the Council's Standing Orders.

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

Active Seniors:- 'Man and his Tools' group is due to commence in late January.

Children & Young People:- Meeting scheduled for next week.

Communications:- No report.

Events:- An article will be placed in Downend Voice thanking all those who helped at the Christmas event. Alan Andrews, Community Liaison Co-ordinator from John Lewis Cribbs Causeway has now judged the Best Dressed Christmas Window Display. The winner is St Peter's Hospice and the runner up is Motaparts.

Open Spaces:-

- Cllr Conner is awaiting a response from Ian Davey about new litter bins for King George V.
- John Morris from the Environment and Community Services team at SGC has been instructed to deliver the S106 project relating to the development at North Street. A budget of £1,410 has been allocated to be spent and it is hoped that this will provide for new signage and a forest school setting established in Lincombe Barn Park and Woods. In addition, it is proposed that a picnic table is installed within King George V park. John Morris will liaise with the Friends group to this effect.
- The Litter Busters will be having photos taken, which will be placed in Downend Voice.
- The concrete table tennis table is in storage with Chris Belcher, prior to its installation.
- Cllr Conner has cleared away the last of the leaves outside the toilet frontage.

Traffic:- No report.

138.18 Correspondence

- John Thompson from the Downend Local History Society has agreed to provide a short presentation of pictures of Downend to regenerate the parish notice boards.
- Clerk reported that she had written to organisations and groups who had been in receipt of a grant from D&BH Parish Council in the spring. As part of our monitoring process, they were requested to provide pictorial and/or written feedback on the success of the project for which the grant was awarded. The majority have now responded with this information.
- Members were circulated with the comments made by parishioners at the recent public meeting.
- The Page Park clock tower building restoration project has received £50,000 funding thanks to a grant from SITA Trust.

138.19 Reports from South Gloucestershire Councillors

Cllr Hunt and Cllr Biggin attended the primary schools carol service at Clifton Cathedral. Cllr Biggin also attended Headway carol service at Frenchay Church, a Shopmobility meeting at Yate, the DBC social event and a meeting of the Friends of Page Park.

Chairman:

(Meeting closed at 8.53pm).

Date: