

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 17 MARCH 2016

### **Present:**

Members: Councillors Janet Biggin, Ben Burton, Kate Conner, Peter Hingley, Sheila Ottewell, Martyn Poole, Graeme Riley and Raj Sood.

Officer: Angela Hocking.

Seven members of the public.

### **141.1 Welcome**

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

### **141.2 Apologies**

Received from Cllrs Mike Baker, David Crowley, Jon Hunt, Kathy Morris and the Police.

### **141.3 Declarations of Interest under the Localism Act 2011**

Cllr Riley declared an interest as a member of the Downend & Staple Hill Library User Group. Cllr Poole declared an interest - his wife, Sue Poole, is a member of the Library User Group. Cllr Biggin declared an interest in her capacity as a South Gloucestershire Councillor on the Library group.

### **141.4 Items from the Public**

Sue Poole, Vice Chair of Downend & Staple Hill Library User Group, outlined the group's concerns over the future of Downend Library and asked what can be done to save this facility which plays a vital role within the community for people of all ages. Residents, Roy Stone and Chris Boulton, also expressed their dismay at the options being deliberated upon by SGC due to funding pressures and the Council's savings programme.

*(Cllr Sood arrived at 7.04pm).*

### **141.5 Items from the Police**

PC James Rochford advised the Clerk that burglaries are still occurring in the area. He reminds everyone that they should hide their car keys.

### **141.6 To receive a presentation by Martin Burton, Community Cultural Services Manager, South Glos. Council re. Library Consultation**

South Gloucestershire Council is facing severe austerity measures and Martin Burton outlined various options SGC has identified for Downend Library. Downend Library currently costs £138,000 per annum to operate and the Council hope to reduce this significantly to around £40,000 per annum. The consultation period runs until 13 May and the public and Parish Council are asked to respond to the consultation to ensure that all options are considered and a full analysis undertaken. Implementation of any changes will commence in October 2017 following a decision by SGC in February 2017. The need for transparency throughout the consultation period is paramount.

Martin Burton further advised that the QR code providing the history of the Downend War Memorial will be installed imminently.

*(6 residents left the meeting).*

#### **141.7 To approve the Minutes of the Parish Council Meeting held 18.02.2016**

**RESOLVED - the Minutes of the Council meeting of 18 February 2016 were approved and signed as a true and accurate record.**

#### **141.8 Clerk's Report on ongoing issues & Matters Arising**

- 140.7 - HSBC – Telephone call received from the Business Manager on 11 March. Due to a new Act of Parliament, there are additional forms that require completion before the account is formally opened. (This would not have been needed if the account was opened on time last December). Clerk asked members if they were still happy to proceed with opening the account. In view of the timeframe of three months, Clerk advised that if we still wish to continue she would try and claim some form of compensation from HSBC.

**AGREED to examine the documentation in more detail and report back to Finance & General Purposes later this month.**

- 140.13 - SGC has agreed to replace the road sign at Quakers Close but say that the pavement and highways are not in a significant state of disrepair.
- Website substantially updated to incorporate the criteria required for the Local Council Award Scheme.
- Contacted resident, Mr Eggbeer, following his concerns of the safety of the Bromley Heath Parish Walk. This has now been redesigned and is shown on our website.
- One of the bins along the rank of shops at Cleeve Wood Road has been badly damaged and is in need of repair or replacement. The bin has broken completely off on one side. Clerk has spoken to Alison Richards at SGC who has agreed to implement the necessary works.
- At King George V Playing Fields, Downend, there are some sections of wood missing from the posts in the car park (Westerleigh Road entrance) with the metal covering and nails sticking out at the height of a small child or a dog. Matter addressed by SGC following report.
- Chris Belcher can move the concrete table tennis table with his own tractor. This is currently being held in storage. He hopes to install the table by Easter, subject to weather, although SGC are now advising that a Licence will be required. Clerk has spoken to Tina Rainey and she will allow us to proceed, with a Licence being issued in due course.

**ACTION – Clerk will advise Chris Belcher to progress the installation.**

- Defibrillator – Clerk has taken delivery of the defibrillator. Installation awaited until after training which has been set for **Tuesday 5 April, 7pm at Lincombe Barn (Grace Room), and Monday 11 April, 7pm at Downend Baptist Church.**
- Article created for Downend Voice to incorporate the defibrillator information, Annual Assembly and Man and His Tools.
- Cones have been placed along Cleeve Wood Road, by the garage, which is obstructing parking. SGC Civil Enforcement Officer has been requested to visit, following an initial inspection by Streetcare.
- Individual invitations sent to groups who have received grant aid from D&BH PC during the year to attend the Annual Assembly.
- HMRC submission for year-end has been completed.
- Clerk has attended pension training.

- Contact made with a Councillor from Emersons Green Town Council to request a quotation for a new gazebo, similar to that recently purchased by EGTC. This has now been received in the sum of £565 excluding VAT. Whilst this will need to be looked into by the Finance & General Purposes Committee in the first instance, Clerk circulated a visual for members perusal.

### 141.9 Urgent Actions

Cllr Hingley's Twitter account was brought to the Parish Council's attention as inappropriate material had been posted. To satisfy the conditions of the Council's Code of Conduct, Cllr Hingley confirmed that this had now been changed. Cllr Hingley apologised to full Council for his actions. **Noted.**

Clerk reported that the bus shelter outside the public house along North Street has had to have the roof removed in line with our health and safety obligations. The shelter has been inspected and is not fit for repair. B&C Shelters have quoted a discounted price if this is ordered quickly, as they are implementing other jobs in South Gloucestershire for the district council. Cllr Ottewell attended the Chase Area Forum to seek funding for the shelter under the New Homes Bonus. However, as the application was received after the deadline, they declined to assist. The alternative would be to make a claim on the Parish Council's insurance, but this will delay matters and D&BH PC will therefore be unable to take advantage of the discounted price from B&C Shelters. Following a vote,

**RESOLVED to order a replacement shelter including side panels, perch seating and a timetable board, for the discounted price of £2,745.**

**ACTION – Clerk to make the appropriate arrangements and place the Order.**

Cllr Ottewell suggested that an additional shelter is ordered at the discounted price to replace the old bus shelter by the cricket ground on the other side of the road, as this is in an appalling state and complaints have been received. Following discussions and vote (7:1),

**AGREED to pursue the purchase of the additional shelter at North Street, all as detailed above, for the discounted price of £2,745.**

The container in King George V Playing Fields, as used by Man and His Tools group, is in need of urgent repairs to the leaking roof. The container will store the planters from the In Bloom group (Parish Council asset) in addition to wood etc for the Active Seniors group. Repairs can be made and, following a costing from Cllr Poole, it is expected this will total approximately £343.74 including VAT. An urgent decision is required in order to secure the container.

**AGREED to proceed and purchase the materials required.**

**ACTION - Clerk and Cllr Poole will arrange to source the materials.**

### 141.10 Finance & General Purposes

#### (i) To approve recommendations from Finance & General Purposes following meeting on 25 February –

- It was **noted** that Cllr Biggin was elected as Chair of F&GP.
- It was **noted** that this is the final year the Parish Council is tied with Zurich for its insurance, although their contract appears to be very cost effective.

- Action Plan **approved** in readiness for the Local Council Award Scheme (LCAS), and it was **agreed** to pay the £50 accreditation fee for administering the LCAS.
- Downend Baptist Church applied in 2015 for financial support to help fund the building of the new hall with kitchen and toilet facilities. F&GP recommend that the Church is awarded a grant of £5,000 to assist with this development. The application should be further reviewed later in the year to see if D&BH PC can make an additional contribution. Following discussions and a vote,

**AGREED not to provide a grant at this time. The situation will be reviewed in October following the creation of the Parish Council's business plan.**

**AGREED – Clerk will write to Downend Baptist Church advising them that their application will be reviewed later in 2016.**

- As two shrubs have died in the community garden,

**AGREED that Cllr Conner purchase further plants, as required, subsequently claiming reimbursement, which is expected to be in the region of £18.**

- (ii) **To authorise and approve payments to be made** – Members were circulated with a list of payments for authorisation.

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

- (iii) **To note Council's spend against the budgets** – Report duly **noted**. No questions raised.

- (iv) **To note account balances** - It was **noted** that bank interest for February amounts to £3.99. Members received an up-to-date report showing the Council's spend to date. Total of all accounts as at 29 February 2016 is £117,124.44. **Noted**.

In addition, Clerk advised members that SGC has collected Community Infrastructure Levy (CIL) from a number of developments. CIL is a charge on new planning permissions for developments which works in conjunction with S106 agreements. SGC has a duty to pass a percentage of CIL funds received onto Town and Parish Councils from the areas where the funds were generated. In view of the development at Badminton Road Methodist Church the total received from SGC in 2015/16 was £21,413.20. As such D&BH PC is entitled to a 15% share which equates to £3,211.98. CIL funds can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on it. There is a reporting process which has to be adhered to but initially, an agreement form has to be completed and returned to SGC for processing. However, there is an option not to take the funds and to allow SGC to spend it in the parish on our behalf.

**AGREED to return the Community Infrastructure Levy Agreement for 2015/16 confirming that the Parish Council will spend the funds itself.**

**NOTED that Cllr Graeme Riley is now able to rejoin Finance & General Purposes for future meetings.**

#### **141.11 Business Plan – to receive a report from the working group**

Minutes of the Business Plan Working Group (BPWG) had been circulated to members, in addition to an overview of ideas received. The overview will be updated once further considerations have been submitted. Cllr Burton explained that he will prepare a document setting out a framework/structure of the business plan and will bring a summary of existing spending commitments to the next BPWG meeting. **Agreed and noted.**

#### **141.12 Local Council Award Scheme (LCAS)**

To achieve Foundation Award, a Council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice. The Council also has policies for training councillors and officers and is building a foundation for improvement and development. Members had been distributed with the criteria for Foundation status.

**RESOLVED that Downend & Bromley Heath Parish Council publishes online the criteria to achieve the Foundation Award of the Local Council Award Scheme.**

**RESOLVED that the conditions, as detailed in sections 16-22, are in place.**

**AGREED that the Clerk will now notify the accreditation panel co-ordinator that the resolution has been agreed and provide the necessary documentation to progress this application.**

#### **141.13 Localism**

Following another meeting with South Glos. Council and user groups of the playing fields, it is apparent that SGC has still not circulated details of all the costs involved. It is the intention of SGC that a Community Interest Company is set up to manage and maintain the facilities.

Cllr Burton raised concerns that the user groups do not have substantial capital available to them and it will be the Parish Council who will have to invest significant funding into this venture. As such, Cllr Burton suggested that it should be the Parish Council running the project, but liaising with the user groups to establish their involvement and gain advice. The Parish Council needs to have full control of its funds as it would be unreasonable to receive money via the precept and then to allow others to decide how it is spent. In order to start working on plans, following a proposal by Cllr Burton, seconded by Cllr Riley, unanimous vote,

**AGREED that Downend & Bromley Heath Parish Council should be the lead organisation for the sports pitches project. D&BH PC will need support and involvement from the user groups, but needs to take control of the process and its funding.**

**AGREED to write to South Gloucestershire Council outlining all the questions for which answers are required in an attempt to get the process underway, subject to satisfactory information being received.**

Our position will be put forward at the next meeting, although this is yet to be arranged as contact information of all parties involved has not been forthcoming from SGC. Clerk reported that Downend Cricket Club had not been included in the meetings to date as their expression of interest had been mislaid by SGC.

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

Cllr Conner has noticed a large amount of litter around Sainsburys, Downend.

**AGREED that the Clerk will contact Sainsburys to seek their involvement in keeping this area tidy and clear of litter.**

Cllr Biggin outlined parking problems at Christ Church Avenue. She has contacted the Practice Manager at the Medical Centre. Matter ongoing.

#### **141.15 Correspondence**

- **Consultation of changes to Library services** – Members were invited to provide individual responses.  
**AGREED to defer a Council response until April's meeting.**
- **Consultation on review of one stop shops and customer services** – Members were invited to provide individual responses.
- **Consultation on review of council accommodation in Kingswood and Yate** – Members were invited to provide individual responses.
- **Mobile Street Trader consultations**
  - (i) **Tony's Super Whippy** to trade throughout the South Glos. Area
  - (ii) **Gio's Gelato** to trade throughout the South Glos. Area.
  - (iii) **Cream Events SW** to trade throughout the South Glos. Area
  - (iv) **Maverics** to trade throughout the South Glos. Area

Members had no objections to the mobile street trader consultations.

Cllr Riley made reference to the number of council tax enquiries that have been received. Council wished to note their appreciation to the Clerk for responding to parishioners about this issue.

#### **141.16 To note the Minutes of the Planning Committee meetings of 1 & 15 March**

Planning Committee minutes had been circulated and **noted**.

#### **141.17 To note reports from sub committees and working groups**

**Active Seniors:-** Full Council agreed in November to support the Man and His Tools Group with start up costs of up to £400. As such, Clerk advised that she would be meeting with Cllr Poole to purchase wood from B&Q where a 10% discount can be made. Clerk sought agreement to use the Business Debit Card to purchase the materials initially required to get the group up and running, after which the projects will be self funding.

**AGREED to purchase timber, decking boards, studding and screws up to a maximum of £400, as detailed.**

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

**Communications:-** Cllr Riley spoke of a very positive article in the latest edition of Downend Voice. Clerk asked members to consider an article for the next edition.

#### **Events:-**

- (i) **Annual Assembly** – Approximately ten displays from local organisations will be in attendance.

**AGREED not to have a speaker for the Annual Assembly, but to focus the event on having more time to meet and chat to parishioners.**

- (ii) **Christmas 2016** – Clerk and Cllr Biggin attended the DBC meeting on 16 March. It is hoped that the Parish Council and DBC can join forces for the 2016 event. **AGREED that if the event is to take place on a Saturday, it would be an opportunity to encourage more Christmas stalls, which could be advertised via the Facebook forums.**  
**AGREED to check that the event will not clash with the Christmas festivities at Cleeve Wood.**

*(9pm Cllr Riley left the meeting).*

**Open Spaces:-** Members received detailed information on the options to replace one of the existing swings at Heathfields with a baby swing. Money is held in the budgets for the current financial year to progress the project, which will be under £200.

**AGREED - Clerk to ask SGC to proceed with the installation of a baby swing. Clerk to also contact the resident who requested the initial investigations.**

Cllr Conner confirmed that several new members had joined the Friends of Badminton Road and King George V Playing Fields. In addition, following a meeting with John Morris, SGC, and the Clerk, the hedge along Hill House Park has now been replaced by SGC at a cost of £950. A quotation is being obtained for a picnic bench at King George V and the signage at Lincombe Barn Woods will be undertaken shortly.

#### **Traffic:-**

Report circulated from Cllr Ottewell which was **noted**. In addition,

- Meeting of the Joint Parishes Night Bus Group was cancelled.
- Cllr Ottewell advised of a complaint from a Lyde Green resident about traffic build up in Quakers Road when turning into Bromley Heath Road during the morning rush hour. Suggestions were put forward to:
  - Make Wedgewood Road and the Bromley Heath Service Road one way.
  - Remove the start of the 2+ lane from Bromley Heath Road to free up road space at the junction.
  - Block off Bromley Heath Service Road at the Quakers Road end, as this prevents Quakers Road traffic entering the yellow box. This would simplify the junction.
  - The lights change too quickly allowing little time for Quakers Road traffic to join Bromley Heath Road.

**AGREED that Clerk writes to SGC asking that they address the Quakers Road/Bromley Heath Road traffic situation as a matter of urgency.**

**ACTION – Clerk to notify the resident who brought this to Council's attention.**

Welcome to Downend Signs – SGC has provided a quotation on behalf of the Parish Council from their sign manufacturer which totals £803.66 for four signs and their installation. Licences are not required. This project has already been approved by Finance and Full Council.

**AGREED to proceed with the signage, as detailed above.**

**ACTION - Clerk to contact Jo Perry to progress this project as soon as possible.**

**External Meetings – Downend Business Community** – Attended by Cllr Biggin and Clerk. A well attended event and it is hoped that this will result in considerable help towards Christmas 2016.

**141.18 Reports from South Gloucestershire Councillors**

Cllr Biggin has attended a meeting of the Friends of Page Park, AGM at Lincombe Barn, the Chase Area Forum, DBC meeting and a gala concert at the Colston Hall.

**Chairman:**

**Date:**

*(Meeting closed at 9.15pm).*