

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD THURSDAY 21 APRIL 2016

Present:

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

Officer: Angela Hocking.

8 members of the public.

142.1 Welcome

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

Cllr Biggin advised members that the Parish Council's application to the Local Council Award Scheme (Foundation Level) has been approved by the Accreditation Panel. It was specifically commented that this was a high standard for Foundation Level and with further development on just two points, this could easily be successfully expanded on to become Quality Level. ALCA offer their warmest congratulations to D&BH PC for this achievement. NALC have been notified and a certificate will be sent out in due course. Logos advertising our success have been put on the parish website. A press release will be put in a future edition of Downend Voice.

142.2 Apologies - Received from Cllr David Crowley and Cllr Raj Sood.

142.3 Declarations of Interest under the Localism Act 2011

Re item 142.11 -

Cllr Biggin declared an interest as a member of the South Glos. Library Committee.

Cllr Poole declared an interest as his wife is a member of the Library Committee.

Cllr Riley declared an interest as a member of the Library Committee.

142.4 Items from the Public

A representative from the Safer Downend & Bromley Heath Traffic Group summarised the groups fears and anxieties in light of current traffic issues. A report from the group was handed to the Clerk for circulation to all members.

ACTION – to be taken forward for discussion at the next meeting of the Parish Council's Traffic working group.

142.5 Items from the Police - None received.

142.6 To receive a presentation by Chris Boulton, Downend & Bromley Heath in Bloom

Chris Boulton, Chair of D&BH in Bloom, defined the groups achievements since its formation in 2014 and outlined their aspirations for the future.

(Cllr Poole arrived at 7.12pm).

Fundraising by the group continues. The £5,000 annual grant agreed by the Parish

Council enables the group to continue with their projects. Each item that needs to be purchased is brought to full Council for approval, and subsequently shown on the monthly finance report. To be sustainable continued support is vital. The community has been very enthusiastic and provide ongoing help with watering etc.

Questions were raised by members, in particular concerns were raised with regard to access along the highway for those with a visual impairment or those needing wheelchair access. D&BH In Bloom confirm that all these considerations are taken into account and acceptance is always sought from the South Gloucestershire Council Streetcare Inspector. A Licence is held for all planters, poles etc installed on the highway. Cllr Conner suggested that someone with a visual impairment is asked to go through Downend and provide us with any concerns they may encounter with regard to the street furniture. **Noted.**

(Cllr Morris arrived at 7.35pm).

142.7 To approve the Minutes of the Parish Council Meeting held 17.03.2016

RESOLVED - the Minutes of the Council meeting of 17 March 2016 were approved and signed as a true and accurate record.

142.8 Clerk's Report on ongoing issues & Matters Arising

- 141.8 – HSBC forms in relation to tax implications have now been completed and returned. Further information awaited.
- 141.8 – Unfortunately, whilst lifting the concrete table tennis table, Chris Belcher accidentally broke the table. Obviously this will be rectified by Chris Belcher himself or via his insurances.
- Defibrillator training has taken place with 6 members of the public attending the first event and 17 at the second event. The Events working group will be looking into an official 'opening ceremony' and to get press coverage by Downend Voice.
- Following recent training, Clerk confirmed that the year end tasks for the Avon Pension Fund have now been completed.
- 141.9 – Two new replacement bus shelters have been installed in North Street.
- 141.9 - Materials purchased, as agreed, for Man and his Tools group. Booking of the pavilion has been secured until October until a clearer picture is known as to who will be managing the facility at that time.
- Cllr Riley advised that issues persist at Cleeve Wood with cones being placed around the area.
ACTION – Clerk will once again contact SGC Civil Enforcement and arrange for additional visits to the area.
- 141.13 – Letter sent to SGC regarding D&BH PC being the lead organisation for the sports pitches project. A further letter requesting documentation from SGC Property Services has also been sent.
- 141.14 – The Manager of Sainsburys and the Clerk have been liaising as to how to ensure the area around the shop is kept tidy and free from litter.
- 141.17 – Following contact with SGC about the traffic build up in areas of Downend, Martin Woodhouse, the Traffic Engineer, has agreed to investigate and further discuss with the MetroBus team.
- Welcome to Downend Signs – unfortunately SGC cannot agree to the signs due to traffic regulations. Alternative designs have been sent to the Traffic Committee for perusal.
- Resident of Stoke Gifford has contacted the Clerk raising concerns about the changes to the no. 18 bus service from Emersons Green to Henbury, in particular to Southmead Hospital. He has asked members to attend the Public Transport

Forum meeting on 4 June in an attempt to reinstate the service for the benefit of nurses / visitors to the hospital from this area.

- Clerk is in contact with SGC about possible repairs to the dry stone wall at Cleeve Wood.
- Following a report from Open Spaces and the Litter Busters, Clerk has been in communication with SGC about the litter left after football matches at King George V. SGC have spoken to users to request that litter is taken home after matches.

142.9 Urgent Actions

It was reported to F&GP that the Fouracre Road bus shelter (by the old Doctors surgery) was unstable in the ground. As such, F&GP agreed to ask B&C Shelters to make good the shelter and install end panels for added stability. Cost of works £600.

AGREED that the work should be carried out as a necessity.

Cllr Ottewell suggested that it may be advisable to install narrow panels on the bus shelter opposite, which would make this more stable. **Noted.**

142.10 Notice of Vacancy – Downend East Ward

Members **noted** the resignation of Peter Hingley.

RESOLVED that the vacancy is officially declared. Clerk will post the appropriate notices on-line and on the parish notice boards. An election will be held to fill the vacancy if notice of a request for an election is given to SGC no later than FRIDAY 13 MAY 2016.

142.11 Consultation on changes to Library Services

Clerk outlined various points to raise in a reply to South Gloucestershire Council about the future of Downend Library. Clerk suggested that D&BH PC could submit an Expression of Interest to SGC, outlining how the Parish Council may contribute towards the management of core services and the support of library services. This will enable D&BH PC to further explore and discuss options for consideration, **without obligation**. Discussions around the opening hours, funding and potential transfer of assets are all major factors to debate in establishing a long term objective. Following a proposal by Cllr Ottewell, seconded Cllr Conner,

RESOLVED to submit an Expression of Interest to South Gloucestershire Council in relation to Downend Library.

Clerk also explained to members that the Joint Parishes Forum (disbanded in May 2014) has been approached to convene a meeting. The meeting could be useful to compare and contrast the efforts and implications of the possible changes to the Library Service to the various parishes. It might also be useful to compare responses and plans of action. Clerk asked members if D&BH PC would like to be represented. A provisional date for the meeting has been arranged as Monday 16 May 2016, 7pm (venue to be advised).

AGREED – Cllr Poole and Cllr Conner will represent D&BHPC at the next meeting of the Joint Parishes Forum in connection with Library services.

142.12 Finance & General Purposes

(i) To approve recommendations from Finance & General Purposes -

- Analysis of all bank accounts undertaken. Earmarked reserves identified totalling £99,828.55. **Noted.**
- Members are asked to give consideration as to how and where the Community Infrastructure Levy payment can be best utilised. **Noted.**
- Risk Management signed off for 2015/16. **Noted.**
- Revised quotation received for Welcome to Downend signs due to alternative designs now being required in accordance with traffic regulations. These have been costed at £40.42 - £55.29 each.
AGREED to proceed with the purchase and installation of the new signage.
- Quotation from City Illuminations received for five pairs of Christmas lighting motifs, totalling £1,428 + VAT.
AGREED to defer a decision on this matter until after the next Events working group meeting on 25 April.
- Quotation from Instant Promotion (UK) Ltd for a new parish gazebo in the sum of £555 exc. VAT, plus £10 carriage.
AGREED to defer a decision on this matter until after the Events group have met, as a resolution may be taken not to participate in C in the Park or Heathfest etc. However, if agreement is reached to proceed, then this matter will be taken forward at the next meeting of the Community Plan group, as there are still funds remaining in their bank account.
- Quotation for the spring clean of bus shelters and notice boards has been requested.
- Materials for Man and his Tools and for the refurbishment of the container at George V have mostly been sourced on-line. Total cost £717.60 exc. VAT. **Noted.**
- South Gloucestershire Council has now agreed to install toilet roll holders at the Westerleigh Road Public Conveniences, without the need for funding by D&BH PC. **Noted.**
- The Joint Parishes Night Bus Group has received confirmation that a new one year contract has been agreed to include the new route around Bromley Heath at a cost of £7,916 divided appropriately between the participating parishes. **Noted.**

(ii) Audit requirement – To approve the Annual Governance Statement – As recommended by the Financial & General Purposes Committee, members

AGREED to accept Section 1 of the Annual Return, the Annual Governance Statement 2015/16.

(iii) 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.

(iv) To note Council's spend against the budgets – Report duly noted.

(v) To note account balances - It was noted that bank interest for March amounts to £4.54. Members received an up-to-date report showing the Council's spend to date. Total of all accounts as at 31 March 2016 is £104,755.48. Noted.

142.13 Newsletter articles – Downend Voice

Due to the resignation of Peter Hingley and Cllr Morris as Editor, Clerk asked members how best to proceed with the creation of future newsletter articles.

AGREED that members should provide the Clerk with current and topical items whenever possible, which will enable the Clerk to have enough content to produce an article.

AGREED to focus the next article on the Local Council Award Scheme and the Annual Assembly.

142.14 Business Plan update

Cllr Burton sent an update to the working group and will shortly be organising the next meeting to bring everything together. Cllr Burton has also put forward a structure for the Business Plan itself. **Noted.**

142.15 Localism

As outlined in the Clerk's report, letters have been sent to SGC about how D&BH PC wish to proceed with taking over the sports pitches in the parish. Chris Thomas, Principal Valuer at Property Services has responded stating that the documentation will be provided as part of the legal process, when solicitors have been instructed. This stage has not, as yet, been reached. Firstly, they say that Heads of Terms should be agreed for the Parish Council to take over the running of the pavilions and associated land. The terms, once agreed between the parties, form the basis of instructions to SGC's legal department to draft the relevant documents. At that stage, the documentation which we have provided will be completed and SGC will advise us to obtain our own legal advice on the replies and on the draft documentation prepared.

Cllr Burton advised that this request for information is standard practice and will enable the Parish Council to make an assessment of the facts and put a business plan together. The replies to enquiries relating to easements, rights of way, Title information etc, are fundamental and essential in order to progress this project and to commence any applications for funding.

RESOLVED – Clerk to arrange a meeting with Heather Goddard, Tina Rainey, Miles Harris and other appropriate SGC officers to further discuss the Parish Council's position and request for information.

At the invitation of Downend Saints, members of the Sports Pitches Working Group have met with this group. Downend Saints are agreeable to the Parish Council taking the lead on the Sports Pitches project. They very much want to secure a 'Home' ground as the current arrangement with SGC involves them travelling all over the region. An additional meeting with all user groups has been arranged for 27 April.

For information, a recent SGC press release states "Council officers will now proceed to finalise arrangements and arrange the transfer of management in the coming months. The pace at which these transfers happen will be dictated by the groups involved, but the aim is for all to be completed by April 2017".

142.16 Members concerns, to be noted

- Cllr Conner suggested the installation of a new dog bin. Photos will be taken of the site and the matter referred back to F&GP in due course.
- Cllr Morris advised that the sound levels of the hand car wash in Downend are being monitored.

- Cllr Poole queried how working groups will be set up to work on specific projects, which was clarified by members of the Business Plan working group.
- Cllr Burton reported on an email received from a visually impaired resident about obstructions on the public highway through Downend centre.
- Cllr Biggin advised that the QR code has now been installed at the war memorial. She suggested a similar project for the Britannia memorial, which could be considered in the future. **Noted.**
- Members **noted** that trees are being cut back between King George V and the cemetery.

142.17 To note the Minutes of the Planning Committee meetings of 29 March & 12 April

Planning Committee minutes had been circulated and **noted**. SGC Officers are investigating work being implemented at the rear of 65/67 Cleeve Hill.

141.18 To note reports from sub committees and working groups

(Cllr Riley left the meeting at 8.55pm).

Active Seniors:- The Knit and Knatter group averages around 24 people each week. Cllr Poole advised that arrangements are in hand with Kingswood Community Transport to take the group to an exhibition in the centre of Bristol. Man and his Tools had 17 residents at their initial meeting and the group are working on small jobs around the community.

Children & Young People:- No report.

Communications:- No report.

Events:- The Annual Assembly on 28 April will include short reports from committees and working groups but the focus of the evening will be to mingle and chat with parishioners. Certificates will be awarded to our Parish Champions, Kustom Flooring and D&BH in Bloom. Elizabeth Shepherd has decided not to accept the Council's offer of the individual Parish Champion as she is still involved with local affairs through her role as Chairman of the Safer Stronger Community Group.

Events meeting on 25 April will focus on sponsorship for Christmas, an event to 'unveil' the defibrillator and any other events the group feel should be attended through the year.

Open Spaces:- A comprehensive report was circulated from Cllr Conner. Points to note:-

- Rachel Burlinson, SGC, has been asked whether SGC consider a basketball net at Lincombe Barn will be worthwhile. If so, costs will be discussed. To date, no response has been received as Rachel is away due to sickness.
- The Biodiversity Action Plan draft has now been completed and returned to SGC. This includes a synopsis of the hedgerows and wildlife corridor along the routes of the cycle paths.
- Bridle path, Church Lane – The lane is privately owned so SGC are limited as to what vehicles they can use here. The Environment Agency is looking at surface water and the waterway along the lane. Streetcare are currently pricing up some work where the potholes are at their worst.

Traffic:- Report circulated by Cllr Ottewell. Points to note:-

- Parking outside Bromley Heath School - white lines are unenforceable. Yellow zig-zags no longer require a Traffic Regulation Order so SGC will carry out a consultation and hope to reinstate the lines in around one months time.
- Small trees and wild flowers have been placed by the In Bloom group on the green verges along Badminton Road where residents park their cars. Council need to be aware of In Bloom plans before implementation as they may not always be practical. **Noted.**
- The narrow path from Badminton Road to Four Acre Crescent next to the houses being built on Badminton Road Methodist site is not lit at the Four Acre corner. The area will be even darker when building is complete. Traffic working group propose the CIL funding is used to add an additional light at the outer corner leading to Four Acre Crescent, for safety reasons.

AGREED to assess the cost of consultation for such a project with South Gloucestershire Council.

AGREED to obtain a costing to install an additional light via SGC.

External Meetings –

TOWN & PARISH COUNCIL FORUM – Attended by Cllr Biggin and Clerk. One item of particular note was the HR support currently being provided (for a fee) to several Town Councils from SGC. This is clearly a valued resource by participating Councils and may need to be considered with the inevitable future growth of D&BH PC.

SAFER STRONGER COMMUNITY GROUP – Concerns raised about the traffic situation throughout Bromley Heath. Residents are also worried about the hedge outside Badminton Road Methodist Church which needs to be cut back and maintained. The Church have been contacted to address this matter as walkers are currently forced to walk in the road due to the size of the hedge.

142.19 Correspondence

Aside from the usual correspondence which is tabled for members consideration, Clerk circulated details of the Substance Misuse Services Recommissioning 2017, in light of related discussions at full Council in October 2015.

In addition Clerk informed members of a consultation – ‘Replacement of community grants with Member Award Funding’. Consultation is open until 15 July 2016. This matter has been previously discussed at full Council. However SGC realise it is essential to ensure the new scheme meets the Council’s legal obligations, and that it provides transparency and clarity for local groups. The scheme also needs to safeguard public funding in a proportionate manner. These factors have been taken into account in developing the proposals contained in this consultation. **Noted.**

142.20 Reports from South Gloucestershire Councillors

Cllr Biggin has attended the Carers Awards, meetings of the Friends of Page Park and a Church Service at St Mary’s Church, Thornbury to celebrate the Queen’s 90th Birthday.

Chairman:

Date:

(Meeting closed at 9.12pm)