

DOWNEND & BROMLEY HEATH PARISH COUNCIL
MINUTES OF ANNUAL MEETING HELD AT
DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND

THURSDAY 19 MAY 2016

Present:

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

Officer: Angela Hocking.

Prior to the meeting, Andy Porter and Mark Williams from SGC Street Lighting discussed ideas for street lighting in the Sandringham Park area of Downend. The current lighting system is outdated and will be replaced by LED in a couple of years time. In the interim, an alternative scheme needs to be considered. There will of course be a comprehensive consultation with residents by SGC, and the Parish Council can also contribute via newsletter articles through Downend Voice.

ANNUAL BUSINESS

143.1 To elect the Chairman of Downend & Bromley Heath Parish Council 2016/17

Cllr Janet Biggin and Cllr Ben Burton were nominated for the role of Chair. Following a vote (6:5) in accordance with Standing Orders no. 18,

RESOLVED: Cllr Janet Biggin will serve as Chairman of Downend & Bromley Heath Parish Council for 2016/17.

143.2 To receive Chairman's Declaration of Acceptance of Office

Following acceptance and acknowledgement to members, Cllr Biggin subsequently read and signed the Declaration of Acceptance of Office.

143.3 To elect Vice Chairman for 2016/17

Cllr Ben Burton and Cllr Sheila Ottewell were nominated. Following a vote (6:5),

RESOLVED: Cllr Ben Burton is duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2016/17.

143.4 To receive apologies for absence

None received.

143.5 To receive Declarations of Interest under the Localism Act 2011

Cllr Graeme Reiley declared an interest as a member of the Library Users Committee.

143.6 To appoint representatives to committees and outside bodies

Members were appointed to committees and outside bodies, as detailed in the attached document.

143.7 To receive Internal Audit report

A copy of the report submitted by Fiona Thornton, Internal Auditor, was examined by all members.

RESOLVED to accept the audit report, all as detailed. The Clerk was complimented for all the work undertaken with such a successful report.

143.8 To receive Year End Financial Statements for 2015/16 and documentation for approval of the Annual Return 2015/16

The year end accounts and documentation for submission to Grant Thornton, External Auditors, were presented to members.

RESOLVED that the accounts and Section 2 of the Annual Return is accepted.

Clerk confirmed that the Notices for the exercise of electors rights would be displayed appropriately. Documentation signed by Chairman and Clerk.

NORMAL BUSINESS

143.9 Items from the Public – None received.

143.10 Items from the Police – None received.

Cllr Janet Biggin attended a Wick & Abson Parish Council meeting where the Chief Constable of Avon & Somerset provided a presentation. As such, Clerk has invited him to a future meeting of D&BH PC.

ACTION – Clerk will ascertain how many times the Police have attended Parish Council meetings over the last 12 months.

Cllr Ben Burton advised that the local policeman is very active on Facebook and engages well with the community via this method.

143.11 To approve the minutes of the meeting held on 21 April 2016

RESOLVED to accept the Minutes of the Council meeting held on 21 April 2016, which were subsequently signed as a true and accurate record.

143.12 To receive and note a verbal report from the Clerk on ongoing issues/matters arising

- 142.1/142.13 – An article about the Foundation Award of the LCAS will be put in the next edition of Downend Voice. Clerk showed members the Certificate confirming the Award received.
- 142.8 – Clerk advised that the HSBC account formalities are now complete and a formal apology has been received. Clerk confirmed that the £75,000 agreed can now be transferred into the new account.
AGREED to proceed with the transfer of £75,000 via the on-line banking system.
- 142.8 – Concrete Table Tennis Table - matter is ongoing with the manufacturers and Chris Belcher. However, it is hoped that delivery and installation will be made

on 2 June. Regarding a Licence from SGC, SGC consider it may be easier to wrap this up in the site lease to the parish rather than have an individual licence drawn up that would then be superseded by the site lease. Clerk asked members if they were happy to take this approach.

AGREED to request a separate Licence from SGC.

- 142.8 – Discussions ongoing with SGC about possible repairs to the dry stone wall at Cleevewood. SGC take responsibility for the area of wall adjacent to adopted highway. Cllr Riley reported that SGC and the Police appear to have resolved the problem of cones being placed around this area.
- 142.8 – Defibrillator – As this has now been installed, an unveiling ceremony is to be arranged. Cllr Biggin will liaise with Cllr Poole and the Guardians of the defibrillator concerning a suitable date and it is hoped to publicise this via Downend Voice, the parish website and on Facebook. Members of the DBC and local shopkeepers will be invited to attend.
- 142.18 – Site Manager of the development at Badminton Road has suggested that they could provide lighting along the access lane – a decision will be taken on this by the end of May. If the developers are not forthcoming, SGC has confirmed that, if funded by the Parish Council, they see no reason why SGC would not adopt the additional lighting columns. SGC would implement the necessary consultation with adjacent properties, at no cost to the Parish Council.
- Litter – It has been noted that there is a large amount of litter inside the fence of Downend School and some in the lane alongside leading to Stockwell Road at the side of the cemetery. Clerk suggested that Cllr Poole brings this forward at the next management committee meeting on 15 June where school representatives can be asked to raise awareness of this ongoing problem to pupils. **Noted.**

143.13 Urgent Actions

Clerk advised that she has had to request an additional clean to the bus shelter outside 129 Badminton Road following a complaint by a resident. **Noted.**

143.14 Registration of Members Interests / Code of Conduct

Clerk reminded members to check their details in the Registers of Interest. Councillors were reminded that any alterations should be notified to the Monitoring Officer at SGC within 28 days of any changes occurring.

143.15 Councillor Vacancy, Downend East Ward

SGC has confirmed that there was no request for an election. As such, D&BH Parish Council may now co-opt to fill the vacancy. An advertisement has been placed in Downend Voice, on noticeboards and on the Council's website – deadline for receipt of applications is 6 June.

143.16 Finance

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

RESOLVED that all payments should be met.

- (ii) **Spend against budgets/Account balances** – Budget report duly **noted.** Bank reconciliation at close of business on 30 April totalled £255,817.73.

Clerk advised that bank interest for April amounted to £4.54. In addition, the following payments had been received:-

- Community Infrastructure Levy payment £3,211.98
- Precept and LCT grant (first half payment) £153,426.00
- VAT claim for 2015/16 £9,695.79
- Community Plan donation £565.00

(iii) Recommendations from F&GP Committee meeting following meeting on 4 May:-

- GRANT APPLICATIONS – the initial recommendations by F&GP and the decision making criteria that is applied was discussed by members. Following a proposal by Cllr Morris, seconded by Cllr Hunt and a unanimous vote, members

AGREED that D&BH PC should be looking more closely at providing donations to more local groups and organisations.

As a result of this decision, the following donations were **Agreed for payment:-**

South Gloucestershire Citizens Advice Bureau (S137)	No donation
St Peter's Hospice (S137)	No donation
Resound Trust (S137)	£500
MS Therapy Centre (S137)	No donation
Feeding Friends	No donation
C in the Park	£300

- SPRING CLEAN OF BUS SHELTERS & NOTICE BOARDS – Tim Webb Window Cleaning has provided a price of £696 to clean all 29 bus shelters in addition to notice boards and information boards (price unchanged from 2015).

AGREED to accept the quotation from Tim Webb Window Cleaning to carry out the annual spring clean.

- FIRST AID KIT is required for the Man and his Tools group.

AGREED to purchase a suitable kit for use by this group.

Cllr Poole advised that the Man and His Tools group have been asked to carry out repairs to the benches at King George V Park. Clerk advised that this matter should be referred to SGC as the benches are the Council's asset. Only three of the more recently installed seats belong to the Parish Council.

143.17 Business Plan update

Date of next meeting set as Thursday 2 June, 7.30pm at Lincombe Barn. It is hoped that a draft plan will be in place at that time for members to consider.

143.18 Events during 2016

Cllr Biggin circulated notes from the latest Events group meeting. With regard to the two festivals, C in the Park and Heathfest, the event is unable to go ahead without help from volunteers. Ideas and suggestions for Christmas were explored and the date is now confirmed as **SATURDAY 20 NOVEMBER 2016**, 2pm-6pm. The working group suggests that to overcome the cost of the repairs and refurbishment of the Christmas motifs, the DBC are being asked to 'sponsor a light'.

Further discussions ensued about 'Christmas in Downend', the Parish Council's involvement, the local support from tradespeople and the cost implications of running such an event. Following a proposal by Cllr Morris, seconded Cllr Hunt, vote 10:1,

AGREED that D&BH PC takes a back seat in relation to future Christmas events, limiting the Parish Council's involvement to the supply and installation of the Christmas tree and associated lighting only.

Next Events meeting is scheduled for Monday 23 May.

143.19 Community Plan report from final meeting

Report from meeting circulated to members. The group agreed to donate £565 for the Parish Council to purchase a new gazebo to help raise the profile of the parish at events attended.

AGREED to purchase a gazebo, as per the quotation from Instant Promotion (UK) Ltd.

143.20 Localism

Clerk circulated notes of the meeting of the user groups of Badminton Road, King George V and Bromley Heath Playing Fields, which were **noted**. Another meeting has been arranged now that the Clerk and members of the Sports Pitches Working Group have met with SGC.

This meeting with SGC officers - Tina Rainey, Miles Harris, Chris Thomas, George Kousouros and Cllr Heather Goddard, provided an opportunity for discussions on the Council's procedures to move the project forward. Unfortunately, the pre-contract enquiry forms submitted by the Parish Council were not completed and SGC Officers outlined that the Heads of Terms will be sent out on Friday 20 May. The Parish Council and associated user groups need to discuss potential avenues for funding opportunities at their next meeting.

143.21 Nominations for Charity of the Year

AGREED that any funds raised throughout the year should be put towards the purchase of a new defibrillator.

143.22 Review of Annual Assembly 2016 and date/venue for 2017

Members considered that the Annual Assembly was a success and Cllr Sood was thanked for providing refreshments. Date for 2017 agreed as **Thursday 27 April**.

143.23 Members concerns to be noted

- Cllr Morris raised concerns about the number of 'A' frames, tables and chairs etc which obstruct pedestrian access through Downend.

AGREED to create an article to this effect in a future edition of Downend Voice.

- Cllr Burton explained that the parking on Quakers Road by the schools is still a major issue. Cllr Hunt confirmed that there have been several meetings with the schools about this over the years and a suggestion had been put forward for the children to create a banner which could be secured to the railings.

AGREED – Cllr Burton will take this forward at the next scheduled Youth group meeting. The working group will also be looking at better communication with the schools.

- Cllr Ottewell asked that the procedure of working without specific sub committees is reviewed in six months time. **Noted.** Cllr Morris suggested creating Task & Finish groups.

143.24 Planning Committee

Members had been circulated with the notes of the meetings held on 26 April and 10 May, which were duly **noted**.

LAND TO THE REAR OF 65 & 67 CLEEVE HILL – Planning Enforcement investigation has been carried out in relation to this site. It is understood that no prior notification application was submitted to the Council before demolition of an outbuilding and therefore there has technically been a breach of planning control. It appears that the developer is preparing the site for redevelopment in line with the decision of the appeal currently pending. Planning Enforcement will be communicating with the applicant to make sure no further works are planned on site.

143.25 Final round-up from meetings:-

Active Seniors:- Man and his Tools group have asked to meet on an additional day each week but this is not considered viable at the present time. Cllr Poole also enquired how the new group could purchase items such as screws, hinges etc, as there is no specific budget available.

AGREED that this will be further discussed at the next meeting of the Finance & General Purposes Committee.

Children & Young People:- Meeting scheduled for 25 May. Action to be investigated re 143.23 above and the group will also look at some signposting activities for young people.

Communications:- Community Plan Group has looked at the possibility of producing a leaflet to make available to estate agents in the area which outlines general information about Downend & Bromley Heath.

Cllr Riley has produced an activity to take to C in the Park and Heathfest – ‘How well do you know Downend & Bromley Heath?’ Sponsorship has been obtained from local tradespeople which will enable small prizes to be given out.

Open Spaces:- Cllr Conner updated members as follows:-

- Lockable toilet roll holders installed in the Westerleigh Road public conveniences.
- Drainage works to the bridlepath is on SGC’s programme for work in the summer.
- Tina Rainey has confirmed that seven litter bins will be funded and installed by SGC in King George V and Badminton Road Playing Fields.
- Tina Rainey has agreed that SGC will use fire resistant spray on the new play equipment at the Badminton Road play area, for preventative measures.

- Tina Rainey has confirmed that the new swing for Heathfields open space has been ordered.
- Basketball court at Lincombe Barn Park – it is considered that this is not viable given the gradient of the site. Clerk has notified the resident concerned.
- Proludic are currently inspecting various damaged equipment from King George V. Delays are being experienced due to demand and availability of parts.

Traffic:- Cllr Ottewell reported:-

- The Welcome to Downend signs are awaiting proofs from the South Glos Council manufacturer. This has been chased several times.
- Safer Downend & Bromley Heath Traffic Group – The list of concerns presented at full Council in April has been forwarded to SGC/Metrobus for action where appropriate. The group are also now liaising directly with the Police when necessary.

External Meetings –

JOINT PARISHES FORUM re: LIBRARY SERVICES – Attended by Cllr Poole and Cllr Conner. Main points arising from the meeting:-

- Suggestion made that library services costs could be managed under special expenses to avoid the burden of funding falling upon the parish in which the library is located.
- It was generally agreed that the way forward is to await the outcome of the SGC interm report on the initial consultation exercise and then to explore options. This would allow consideration of any cost options in the precept setting for 2017-18.
- A further meeting will be held once the consultation report is published.

143.26 Correspondence

Correspondence was presented for members perusal.

143.27 Reports from South Gloucestershire Councillors relevant to Downend

Cllr Biggin has attended a Civic Service at Longwell Green (via Oldland Parish Council), 10th anniversary of Shopmobility, a management meeting at Lincombe Barn, Friends of Page Park events meeting, meeting with Pearl Luxon from Badminton Road Methodist Church and a Fairtrade meeting.

Chairman:

Date:

(Meeting closed at 9.12 pm)