

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, THURSDAY 16 JUNE 2016

Present:

Members: Councillors Janet Biggin, Kate Conner, Kathy Morris, Sheila Ottewell and Martyn Poole.

Officer: Angela Hocking.

One member of the public.

144.1 Welcome - Cllr Biggin took the Chair and welcomed everyone to the meeting.

144.2 Apologies - Received from Cllr Jon Hunt, Cllr Ben Burton, Cllr David Crowley, Cllr Graeme Riley and Cllr Mike Baker. Cllr Raj Sood was not present.

144.3 Declarations of Interest under the Localism Act 2011

Cllr Janet Biggin declared an interest as a member of the Library Users Committee.

Cllr Kathy Morris declared an interest in item 144.13 (re. Circadian Trust).

144.4 Items from the Public - None received.

144.5 Items from the Police - None received.

144.6 To receive a presentation by Debbie Woolley, Dementia Community Development Worker and Katie Donovan-Adekanmbi, Sustainable Communities Manager, Southern Brooks Community Partnership

Debbie and Katie introduced the Southern Brooks Community Partnership; a local Charity whose work includes delivering Dementia awareness in local communities. Their primary purpose is to address identified barriers, improve opportunities for people living with Dementia and their carers to live normal active lives within their community, whilst improving general awareness of Dementia.

Clerk also circulated the Dementia, Carers and Falls Prevention Strategy Consultation from South Gloucestershire Council to members, who were invited to make individual responses on the proposals by 22 August.

144.7 To approve the Minutes of the Parish Council Meeting held 19.05.2016

RESOLVED - the Minutes of the Council meeting of 19 May 2016 were approved and signed as a true and accurate record.

144.8 Clerk's Report on ongoing issues & Matters Arising

- 143.10 – Clerk outlined that the Police had attended three meetings of the Parish Council over a 12 month period. In addition, they had submitted one written report. **Noted.**
- 143.12 - Chris Belcher is taking legal advice on the situation regarding the concrete table tennis table. Licence still awaited from SGC.
- 143.12 - Defibrillator – Cllr Biggin and Cllr Poole will liaise on a date to unveil the defibrillator .

- 143.19 – Gazebo is on order and should be ready in time for C in the Park.
- 143.22 - Annual Assembly date agreed as Thursday 27 April 2017. Venue has been suggested as the Church of the Latter Day Saints.
AGREED – Clerk to proceed with booking the Church of the Latter Day Saints for the Annual Assembly on 27 April 2017.
- 143.24 – Application re land to the rear of 65 & 67 Cleeve Hill – Cllr Biggin confirmed the appeal has been dismissed and the application refused. **Noted.**
- Downend Conservation Area – It has been some considerable time since Rob Nicholson, Senior Planning and Conservation Officer, has contacted the Parish Council about this project. It appears that due to limited resources he has only managed to move things forward a little. He is hopeful to try and pull things together over the summer but ask that if there are any interested parties (Local History Society for example) who might be interested in getting on board, he would be more than happy to provide assistance. **Noted.**
- Martin Burton, Community Cultural Services Manager at SGC has contacted the Clerk following submission of the Expression of Interest in response to the South Gloucestershire Library review. Martin would like to meet with members to discuss in more detail how SGC can work with the parish council to help deliver the service in the community. This will be an initial discussion to establish how support can be provided, whether this be financially or in other ways.
AGREED that a meeting will be held in connection with the Library review on Friday 24 June, 10.30am at Lincombe Barn. Councillors Biggin, Conner, Morris, Ottewell and Poole will attend, in addition to the Clerk.

144.9 Urgent Actions - None reported.

144.10 Vacancy for Councillor, Downend East Ward

One application was received for this vacancy from David James Griffiths and his letter of application was circulated to members for their consideration. Following a unanimous vote,

RESOLVED to appoint David James Griffiths as member for Downend East Ward. The Declaration of Acceptance of Office was signed accordingly.

144.11 Finance & General Purposes

- (i) To approve recommendations from Finance & General Purposes –**
Clerk provided a verbal report of the meeting, and asked for ratification on the following:
- Revised quotation awaited for lighting between Badminton Road and Four Acre Crescent. SGC has provided a quote for install three lighting columns in the road of the new development which will light the lane. The quotation received to date is based on a worst case scenario and it is hoped it can be reduced, with a contribution made by SGC. Current pricing amounts to £8,051.20.
 - Quarterly verification of bank reconciliations carried out by Cllr Ottewell. **Noted.**
 - Man and His Tools propose to mend the roof of the container which will involve purchasing support beams at a cost of £43.50. In addition, the group would like to paint the container which is very unsightly. Total of all work should not exceed £80.
AGREED to proceed with painting and repairs to the container, as detailed, up to the sum of £80.
 - SGC has approached Man and His Tools to rectify snags with the newly installed play equipment at King George V. F&GP agree that before proceeding with any work, Cllr Poole will seek written assurance from SGC (to be sent to the Clerk) stating that D&BH PC will not be held liable for any future claims and that SGC

take full responsibility for the equipment. Clerk has since spoken to Tina Rainey about this matter.

AGREED that the Man and His Tools Group should not carry out any such work as SGC will employ the services of a specialist contractor.

- Man and His Tools need to purchase ancillary equipment, ie, screws, fixings etc. **AGREED that these will be purchased from donations presented to the group.**
- SGC have a park bench in their depot in a state of disrepair which could be repaired by Man and His Tools. F&GP considered that clarification of the groups insurance cover with Zurich should be sought before proceeding. Clerk has actioned this request and advised that as the products being made by Man and His Tools could be supplied to members of the public and their activities are not solely connected to the Council, they should really have their own insurance in place. The Council cannot be held responsible for these items. Zurich will be happy to help in this regard. Zurich further advise that if the group is purely made up of Council volunteers who supply the Council only with goods made and then the Council agree to take on the responsibility for these items to include a risk assessment and regular checks and all required maintenance, then Zurich may consider cover for Public Liability but this would need to be referred further before cover could be confirmed – depending on what tools are used, the number of volunteers, how often they arrange to meet up and what training / equipment is provided. No Products Liability cover will be provided in this instance.

AGREED to proceed with obtaining a quotation from Zurich for Man and His Tools to have their own insurance cover in place.

- Dry Stone Wall repairs at Cleeve Wood – Clerk has approached SGC to implement repairs to the wall at Cleeve Wood. SGC state that they are only responsible for the area where there is adopted highway on both sides of the wall. They have further agreed to fund 50% of the work if the parish council obtains a quotation from a suitable contractor and funds the remaining 50%. Clerk has contacted three contractors – one has declined to quote due to the location of the wall on the highway, one has not responded and one quote has been received from Chris Belcher totalling £950. F&GP request that one further price is obtained and Clerk now awaits an additional quotation from Trevor Thorne & Dan Marchant, SGC.

Noted.

- Financial Regulations, Protocol on the filming and recording of Council Meetings and a Social Media Policy were all discussed and reviewed. **AGREED to copy to all members for ratification at full Council in August.**
- National Salary Award – The National Joint Council for Local Government Services has reached agreement on new pay scales for 2016-17 to be implemented immediately and backdated to 1 April 2016, in addition to new pay scales for 2017-18.

AGREED to accept the recommendations made by NALC and the SLCC and the appropriate rates will be applied forthwith.

- Heathfest – Request received from Heathfest to run a skate jam during the event which will involve a competition with prizes for the best skating. Having looked at the lease for the skatepark, Clerk and F&GP determine that the proposed use appears to comply with the lease provisions. However, F&GP agree that strict rules need to be put in place regarding safety clothing/helmets and parental sign up for the under 18s etc, and request that the Clerk contacts our insurers to certify the event is covered in every respect.

NOTED that after referral to Zurich, they instruct D&BH PC to seek proof of the organisers insurance and risk assessment which should cover all of the activities that are taking place. The Council will need to carry out a risk

assessment on the skate park and recreation field prior to the event taking place and to keep a record of this. The Clerk has subsequently contacted Heathfest to this effect.

- Centenary Fields Programme – The objective of this programme is to secure recreational spaces in perpetuity, in honour of the memory of the people who lost their lives in conflict. Town and Parish Councils are invited to nominate a recreational space to be dedicated as a Centenary Field to commemorate this milestone and Cllr Conner suggested this is applied to Hill House Park. However, before taking this project forward, Clerk was asked to discuss the Programme with Tina Rainey. Clerk confirmed that Tina would look into the viability of this project. However, the Parish Council should not make any application at this stage as Hill House Park is still under the ownership of South Glos. Council. **Noted.**
- Petty Cash – As the balance is £18.56,
AGREED to authorise an additional £10.
- Funding Central is a website that lists thousands of funding and finance opportunities for voluntary organisations and social enterprises and appears to be a worthwhile tool to investigate in relation to the sports pitches. The joining fee is £100 plus VAT for the parish council but is free to organisations with an annual income of less than £100,000.
NOTED – Clerk has asked Downend Saints if they would like to subscribe.
- As there is no Council meeting in July,
AGREED that invoices for payment received in July should be paid on time and reported back to the next meeting of Finance & General Purposes on 4 August, and subsequently to full Council in August.

(ii) To authorise and approve payments to be made – All members had been circulated with a list of payments for authorisation by Council.
AGREED that all payments should be met.

(iii) To note spend to date against budgets – Report duly **noted.**

(iv) To note account balances – Clerk advised that the total of all accounts as at 31 May 2016 amounted to £251,776.05. Bank interest for the month totalled £3.85.

144.12 Business Plan

Documentation from the working group had been circulated to members. Clerk sought approval on the illustrated commitments and objectives for inclusion within the Business Plan, in order that the Plan can progress. However, after much discussion,

AGREED that the overview of commitments should be taken back to the working group for further debate.

AGREED to defer this item until Full Council in August.

144.13 Localism/Sports Pitches

Heads of Terms – All members received copies of the proposed Heads of Terms for use of the playing fields and pavilions at Bromley Heath, Badminton Road & King George V.

AGREED to defer this matter until Full Council in August.

Minutes of the User Group meeting 01.06.16 – The Minutes of the meeting were **noted and agreed.**

Action Plan

- **To engage a surveyor/structural engineer** to implement surveys of the pavilions x 2 – Clerk advised that C J Hole and Andrews Estate Agents have recommended companies to contact. Unfortunately, difficulty has been experienced in finding businesses who are prepared to accept this type of work. Two contacts have now been made:-
 - i. Michael Knight, Chartered Building Surveyors
 - ii. Ron Hodey (recommended by Westerleigh and Dodington Parish Councils)

ACTION – Cllr Morris will provide information on a third company from whom a quotation can be sought.

Initial investigations has suggested costs totalling in the region of £2,500.

AGREED to obtain three quotations from the surveyors, as detailed.

- **To engage an independent solicitor** to act on behalf of D&BH PC – ALCA recommend two firms of solicitors who could be appointed to act for Parish and Town Councils:
 - i. Thrings, The Paragon, Counterslip, Bristol BS1 6BX;
 - ii. Lyons Davidson, Victoria House, 51 Victoria Street, Bristol BS1 6AD;
 - iii. Bartons, 22 Orchard Street, Bristol BS1 5EH (this company was previously engaged by D&BH PC re. land ownership issues at Cleeve Wood).

AGREED to obtain three quotations from the solicitors, as detailed.

- **To explore funding opportunities** - Andy Bromley, President of Downend Cricket Club, suggests engagement with Sport England to see if their support can be enlisted for an integrated funding approach due to the 'cross sport' nature of this project. Andy is prepared to make initial enquiries on behalf of the group.

AGREED to accept Andy Bromley's offer to approach Sport England on behalf of the working group.

- **To further discuss Heads of Terms with SGC** – Matter deferred.
- **To consider whether other services could be provided as part of a community hub** – Matter deferred.

Following a meeting of the Downend School Management Committee, it appears that Circadian Trust are interested in the running of the sports pitches and taking bookings. They have experience of doing this as they are already managing Patchway sports pitches. They have also provided details of two contractors who would be prepared to maintain the fields to the necessary standards, so there may be scope to reduce grounds maintenance costs. **Noted.**

As a result of the latest sport pitches working group meeting, representatives from Downend School will be invited to the next user group meeting, to explore what appetite exists to potentially bring the school on board with the working group. This could have a more powerful case to secure funding with multiple groups coming together.

144.14 Members concerns, to be noted

Cllr Conner would like to reinvigorate the Friends of Bromley Heath Park.

Cllr Ottewell raised concerns that a lot of the play equipment in the parish is not working properly. The process for obtaining replacement parts via SGC appears very protracted.

144.15 To note the Minutes of the Planning Committee meetings of 24 May and 7 June

Members **noted** the minutes of the meeting, which had been circulated.

144.16 To note reports from Working Groups:

EVENTS – Cllr Biggin circulated a report from the working group which was **noted**.

- Volunteers were asked to come forward for both C in the Park and Heathfest.
- Cllr Biggin is liaising with Alison Wilmott from the DBC who, it is hoped, will be able to lead the arrangements for 'Christmas in Downend 2016'.
- The DBC is trying to engage with the shopkeepers and businesses in Downend High Street to provide financial support towards the Christmas event. A letter is to be circulated from the DBC to this effect.
- An article will be placed in the next edition of Downend Voice explaining that D&BH PC will simply be providing the Christmas tree, the lights on the tree and the Christmas motifs on the lampposts.

AGREED that D&BH PC will proceed on this basis only.

Clerk advised that she would normally place an Order for the Christmas tree with South Glos. Council during August, and confirm arrangements for the installation of the motifs.

AGREED to proceed with the ordering of the Christmas Tree and light installations.

External Meetings:

DOWNEND SPORTS CENTRE MANAGEMENT COMMITTEE – Cllr Poole attended the meeting to outline litter problems around the school, and has been assured that improvements have been made. Cllr Poole will not attend any future meetings, which will be held solely between the School and Circadian Trust.

SPECIAL MEETING OF THE TOWN AND PARISHES FORUM re. DEVOLUTION – Cllr Biggin reported on this well attended meeting where Steve Evans, the Director of Environmental and Community Services for SGC, spoke on Devolution and how it will affect Town and Parish Councils. The powerpoint presentation was circulated to members.

144.17 Correspondence - Correspondence tabled for members perusal.

144.18 Reports from South Gloucestershire Councillors

Cllr Biggin has attended the 'Breaking New Ground Ceremony' at Filton; Shopmobility at Yate; Fostering Panel workshop (sexual exploitation and risk assessment); Lincombe Barn Management Meeting; Extraordinary meeting of the Town & Parish Council Forum; and Downend Business Community Executive meeting.

Chairman:

Date:

(Meeting closed at 9.08pm)