

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 18 AUGUST 2016

**Present:**

Members: Councillors Mike Baker, Janet Biggin (Chair), Ben Burton, Kate Conner, James Griffiths, Jon Hunt, Kathy Morris, Sheila Ottewell, Martyn Poole and Raj Sood.

Officer: Angela Hocking.

One member of the public.

PC James Rochford.

#### **145.1 Welcome**

Cllr Biggin announced the passing of Graeme Riley and a minutes silence was observed.

#### **145.2 Apologies**

None received.

#### **145.3 Declarations of Interest**

Received from Cllr Janet Biggin, Library Users Committee and Cllr Jon Hunt re item 145.10(ii) Special Expenses.

#### **145.4 Items from the Public**

Elizabeth Shepherd addressed the meeting and summarised how the creation of the Community Plan had been influenced by Graeme Riley.

It was suggested that the Downend Voice article is put on the right hand page of the newsletter, and that each article states the dates of all public meetings, ie, full Council, Finance and Planning. **Noted.**

#### **145.5 Items from the Police**

PC James Rochford reported that the Police had been dealing with large numbers of 'Rogue Trader' offences. They are working closely with South Glos. Environmental Services about these issues.

In addition, there has been an attempted break-in at Queensholm Crescent.

Anti-social behaviour issues at Bromley Heath Playing Fields appear to have improved.

Two homeless people are staying in a vehicle in the Co-op car park. This is not a cause for concern.

Cllr Morris is liaising with the Police about issues connected with the car wash in the Co-op car park.

#### **145.6 To Approve the Minutes of the Parish Council meeting held on 16 June 2016**

**RESOLVED that the Minutes, as circulated, be confirmed as a true record.  
The Minutes were subsequently signed by the Chair.**

#### **145.7 Clerk's report on ongoing issues and Matters Arising**

- 144.8, page 1 – Chris Belcher is hoping to obtain a new top for the broken table tennis table.
- 144.8, page 1 – Defibrillator is about to be installed and all the necessary paperwork completed.

- 144.8, page 2 – Clerk has contacted the Church of the Latter Day Saints to book the Annual Assembly. Despite chasing, no response has been received to date.
- 144.11 page 4 – Invoices for payment required in July were reported to Finance & General Purposes on 4 August and agreed.
- 144.16, page 6 – Clerk has created an article for the next edition of Downend Voice which states that D&BH PC will not be hosting a Christmas event this year.
- Remembrance Sunday will be Sunday 13 November. Clerk asked members if she should apply the same arrangements for 2016.

**AGREED to order a wreath from The British Legion which will be laid at the cenotaph by the Chair of Council.**

**AGREED to provide a donation totalling £100 (including the cost of the wreath).**

#### **145.8 Urgent Actions**

Clerk advised that the bus shelter on Fouracre Road, opposite the old Doctor's surgery, has been vandalised. SGC has cleared the damaged polycarbonate and implemented the repairs necessary.

#### **145.9 Notice of Vacancy – Bromley Heath East Ward**

Clerk reported that David Crowley has resigned which was **noted**.

**RESOLVED that the vacancy is officially declared. Clerk will post the appropriate notices on-line and on the parish notice boards tomorrow (19 August). 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 9 SEPTEMBER 2016.**

**RESOLVED that the vacancy on Bromley Heath West Ward, following the death of Graeme Riley, will be declared to South Gloucestershire Council after the funeral has taken place. The appropriate notices will be displayed at that time.**

#### **145.10 Finance & General Purposes**

##### **(i) To approve recommendations from F&GP meeting on 4 August**

- Five sets of Christmas motifs are currently with the manufacturers awaiting repair. It is clear that the DBC have not been able to raise financial support to implement the maintenance. F&GP recommend that the repairs are carried out, with D&BH PC covering the costs involved. Following a proposal from Cllr Ottewell, seconded Cllr Conner and a vote (3 in favour : 5 against)

**AGREED NOT to accept the quotation from City Illuminations in the sum of £1,428 to carry out repairs to the Christmas lights.**

**AGREED – Cllr Jon Hunt to investigate other options for Christmas lighting, thereby limiting ongoing repair costs.**

- Zurich confirm that Man and His Tools is covered under the Parish Council's insurance as long as it is run by, and managed under the control and supervision of the Council. This is subject to an additional premium of £50.

**NOTED AND AGREED to pay the additional £50 premium due.**

- Street lighting construction works between Badminton Road and Four Acre Crescent – SGC say that they will not enter into a joint venture with D&BH PC on this project due to lack of funding. A

quotation has been received from SGC after a number of lighting solutions have been considered. This is for the addition of three lighting columns, positioned so they light the lane properly without causing any adverse impact by directly shining into neighbouring properties. The scheme has been proposed and mapped by SGC to demonstrate its suitability. 2 x 5m lighting columns will be used as these are more appropriate to ensure they do not shine into the houses, and 1 x 6m. The current lighting column will remain in its present position as it will enhance the scheme and will be upgraded at the scheduled time. D&BH PC will not be charged for that upgrade as it is part of the scheduled maintenance programme. Work would be carried out by SGC approved contractors and meet all necessary regulations. Cost for the proposed scheme is £5,604.60.

**RESOLVED to proceed with the installation of lighting, as per the quotation from SGC, in the sum of £5,604.60.**

***However, this work should only be implemented if a positive outcome is received following local consultation.***

**RESOLVED to utilise the funds received from the Community Infrastructure Levy towards this project, which totals £3,211.98.**

- Quotations for the dry stone wall repairs at Cleeve Wood have been received ranging from £950 to £2,357.86. If SGC agree to utilise the services of Chris Belcher (£950) this will mean a 50% financial contribution only from the Parish Council, ie, £475.

**AGREED to submit the quotation from Chris Belcher in the sum of £950 to South Gloucestershire Council (Mike Johnson). If SGC agree to utilise the services of Chris Belcher, Clerk will accept the quotation and move the project forward, noting that the Parish Council will be liable for 50% of the costs involved.**

- Request received from Cleeve Wood Road Shops Committee to provide a financial contribution towards their Christmas event. F&GP consider that a donation of £154 should be made to the group which will cover the costs associated with closing the road.

**AGREED to financially support this event, in the sum of £154.**

- Cllr Griffiths has been booked on a training event provided by ALCA.

**AGREED to organise the training, costing £60.**

- A new edition of Local Council Administration is available to purchase from the SLCC at a discounted price of £73.60 exc. postage and packaging.

**AGREED to purchase this new edition, all as detailed.**

**(ii) Special Expenses Consultation** – All documentation associated with this consultation had been circulated to members. The recommendation by F&GP is to cease the current system from 2017/18. Following discussions and a vote,

**RESOLVED to accept the recommendation from Finance & General Purposes.**

**AGREED – Clerk will respond to SGC confirming that D&BH PC wish the current system of Special Expenses to cease with effect from 2017/18.**

**(iii) To authorise and approve payments to be made** – Members had been circulated with a list of invoices for payment which were subsequently **AGREED**.

**(iv) Spend to date against budgets** – Report duly noted.

**(v) Account balances** – Bank reconciliation as at 31 July totals £237,583.58. Bank interest for the month totals £8.17.

**(vi) To ratify Policies & Procedures** - Members had received copies of updated policies.

**RESOLVED to accept the following policies, all as written.**

- **Financial Regulations**
- **Protocol on the filming and recording of Local Council and Committee meetings**
- **Social Media Policy**

**(vii)** External Audit Certificate and report 2015/16 has been received from Grant Thornton. *‘On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’.* **Noted.**

#### **145.11 Business Plan**

The updated Business Plan was examined by members. Cllr Burton was thanked for his work in creating this document which sets out the Council’s objectives and will form a central point of reference.

**RESOLVED unanimously to adopt the Business Plan, as written.**

Forms that could be used to implement a new way of working were discussed and it was

**AGREED that the forms should be utilised in the future to make a proposal at a Council meeting, refer matters to a Working Group, for Working Groups to report back to full Council and to report how ongoing matters will be monitored. A sample agenda was also considered appropriate going forward.**

**ACTION – Cllr Burton to circulate a template of all the forms to members, for their use.**

#### **145.12 Localism / Sports Pitches**

Cllr Burton outlined the need to create a working group to oversee the potential transfer of the playing fields and pavilions at Badminton Road, King George V and Bromley Heath to the Parish Council.

**AGREED that the group members to oversee this project are:- Cllrs Baker, Burton, Conner, Griffiths, Ottewell, Poole and Sood.**

**AGREED that the working group will meet as soon as possible to move forward with all matters, as listed within the agenda.**

#### **145.13 Downend Library**

Martin Burton, SGC, has suggested that there may be a possibility of office space at Downend Library and in the longer term a meeting room could be created. However, there is only £8,000 in the S106 budget. Clerk circulated information on how other parish and town councils support their local libraries. **Noted.**

Cllr Griffiths has contacted Wimbeltech Community Interest Company and explained how they create revenue for the library by lone workers using the premises. However, it was noted that in this particular instance it would not be a viable source of income.

Martin Burton further mentions that the report on the library savings programme is due to be published on 30 August and will be discussed by the Environment and Community Services Committee on 7 September. SGC are contacting all the groups who submitted an Expression of Interest to see if they would like to meet with the library service to go through the proposals either before or following the meeting on 7 September. The meetings are not intended to be public but councillors are invited as they may be interested in the background to the proposals, in addition to the next steps.

**AGREED – Clerk will liaise with Martin Burton to arrange a meeting with Cllr Biggin, Cllr Poole and Clerk.**

#### **145.14 South Gloucestershire Council: Policies, Sites and Places Plan / Local Green Spaces Consultation**

Cllr Conner provided a report outlining that 9 out of 11 of our open spaces have been classified as not proposed for designation, meaning that there will be a possibility that they can be used for housing requirements. Discussions ensued and after deliberation, it was

**AGREED – Designation of the open spaces at Downend Cricket Club, Hill House Park and the Allotments in Downend is not recommended at this time.**

#### **145.15 Members Concerns - None.**

*(Cllr Morris left the meeting at 8.40pm.)*

#### **145.16 Planning Committee**

The minutes of the committee meetings held on 21 June and throughout July/August were **noted**.

A letter received from Diane Paddon, resident was presented to members, expressing disappointment that D&BH PC did not object to application no. PK16/2577/O (12 no. dwellings at land to rear of 61-67 Cleeve Hill). No members of the public attended the Planning Committee meeting at which this application was discussed. After further discussion,

**AGREED that the Parish Council comments already submitted will stand.**

**ACTION – Clerk will respond to Diane Paddon explaining that the original decision remains.**

Cllr Hunt outlined that comments submitted by the Parish Council to planning applications should clearly specify matters of a planning nature only. **Noted**.

#### **145.17 Reports from Working Groups**

No reports received.

**Safer Stronger Community Group Meeting – No report.**

#### **145.18 Correspondence**

- Consultation on abolition of the Public Works Loan Board (PWLB) – A consultation is underway which proposes to abolish the PWLB and transfer its powers to the Commissioners of the Treasury. It will continue to lend to local councils and other local authorities and loan arrangements will remain unchanged. All local Councils and individual Councillors are encouraged by ALCA to respond to this consultation.

**RESOLVED that councillors will respond on an individual basis.**

- Public Health & Well-Being Review 2016 –

**RESOLVED that councillors will respond on an individual basis.**

- Flytipping – Email received from the Bromley Heath Neighbourhood Watch – BHNW has raised concerns that SGC is planning to almost half the size of the black bins. BHNW ask the Parish Council:
  - Whether this is something D&BH PC is concerned about
  - What actions D&BH PC is taking to challenge the decision
  - What actions D&BH PC is taking to mitigate the fly tipping risk if the decision is implemented.

**AGREED that the new proposals by South Gloucestershire Council are appropriate and the Parish Council will not be taking any action in this respect.**

- Potential Open Spaces S106 Contributions – Land off Beaufort Road, Downend. SGC Community Spaces is consulting on potential S106 contributions arising from public open space requirements in respect of a planning application that the Council has received for 16 affordable dwellings at this location (PK16/4492/F). D&BH PC is asked for its thoughts on what the priorities should be for the potential S106 contributions. Having been reviewed by both the Planning Committee and Cllr Conner, it is suggested that the response from D&BH PC should include a statement that the Parish Council approves the building of flats and houses, especially as some are shared ownership, to encourage young people to get on the property ladder. The Planning Committee raise no objection but are somewhat concerned over car parking. A section of open space with a small play area almost opposite the Doctors Surgery would fulfil needs for children and dog walkers and other informal recreational grassed areas with trees suitable for dog walkers, picnics etc. Valley Gardens is close by, a large open space suitable for walking etc. In terms of outdoor sports facilities, priorities would include pavilion and/or pitch improvements (drainage) at Badminton Road/King George V Playing Fields, Blackhorse Road Playing Fields or Walker Playing Field.
- Clerk has been contacted about Community Payback Projects and summarised to members how the system works. This has been previously used by the Parish Council for work at Lincombe Barn Woods.

**AGREED to explore options as to how such a project could work in the community in the future.**

#### **145.19 Reports from South Gloucestershire Councillors**

Cllr Biggin has attended the Armed Forces Day at Page Park, C in the Park, Management meeting at Lincombe Barn, Heathfest and a Fair Trade meeting.

Cllr Biggin, Cllr Conner and Cllr Ottewell attended the SG Devolution Deal Workshop.

**Chairman**

**Date**

*(Meeting closed at 9.10pm).*