

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 15 SEPTEMBER 2016

Present:

Members: Councillors Mike Baker, Janet Biggin (Chair), Ben Burton, James Griffiths, Jon Hunt, and Sheila Ottewell.

Officer: Angela Hocking.

8 members of the public.

Police Sergeant (present for item 146.5 only).

Prior to the meeting, winners of the 'How well do you know Downend & Bromley Heath?' competition were presented with their prizes, following the event held at Heathfest organised by Graeme Riley.

146.1 Welcome

Councillor Biggin took the Chair and welcomed members.

146.2 Apologies

Received from Cllr Kathy Morris, Cllr Martyn Poole and Cllr Raj Sood.

146.3 Declarations of Interest

None received.

146.4 Items from the Public

Richard Foulds, resident of Oakdale Road, addressed the meeting raising concerns regarding the speed and volume of traffic in the parish. Mr Foulds questioned how enforcing adherence to these speed limits can be achieved (an issue raised within the Community Plan). Discussions focussed on a possible blanket 20mph speed limit throughout the parish and the installation of a speedvisor at Oakdale Road (speedvisor requested by Clerk on 7 September). It was considered that motorists could be using Oakdale Road as a short cut to avoid ring road traffic congestion from the Metrobus works.

AGREED – Councillor Hunt will speak to South Glos. Council officers to seek their views on this situation in an attempt to resolve the issues raised.

Mary Lewis, Chair of the Friends of King George V and Badminton Road Playing Fields, was in attendance and is one of several people who has contacted the Clerk recently to establish what progress has been made on the Sports Pitches. In addition, the group has plans for tree and bulb planting in November. Cotswold Homes have funded 9 cherry trees for the Queen's nine decades. The Round Table have funded £400 and they have another £600 in donations for planting in King George V. 900 bulbs are also on order. They are working with SGC on these things but need to liaise with the Parish Council in view of the possible future leasing arrangements. As no member has a single responsibility for Open Spaces anymore and as Kate Conner has left D&BH PC, Mary asks how the group should be liaising with the Parish Council in the future. Kate Conner was supporting the group regarding the new picnic table, litter bin and the ongoing issue of faulty play equipment; Kate was also attending the Friends meetings, so the link is now lost.

AGREED to appoint members to the Friends Groups of:

- **Bromley Heath Playing Fields**

- **King George V & Badminton Road Playing Fields**
- **Leap Valley.**

146.5 Items from the Police

The Police advised that they are monitoring an address in the area in relation to drug dealing. In addition, a significant arrest has been made, the details of which could not be publicised at such an early stage.

146.6 To approve the Minutes of the Parish Council meeting held on 18 August 2016

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

146.7 Matters arising and ongoing issues

- 145.7 – It is anticipated that the new table tennis table will be installed on Monday 19 September.
- 145.7 – Clerk and Chair are meeting with the Church of the Latter Day Saints to finalise arrangements for the Annual Assembly.
- 145.7 – Wreath has been ordered for Remembrance Sunday, 13 November.
- 145.9 – Notice of Vacancy Bromley Heath East Ward – Clerk confirmed that no request for an election has been received by SGC. The Parish Council may therefore co-opt to fill this vacancy. Notices are on the parish website. A closing date has been set as Thursday 6 October.
- 145.10(i) – SGC has been instructed to implement the consultation for street lighting.
- 145.10(i) – Dry stone wall at Cleeve Wood is now refurbished. The shopkeepers thank the Parish Council for their support with this project.
- The Litter Busters have reported that they filled 10 bags of rubbish at the Co-op. Membership has now increased to 12 (an additional four members have recently joined). Future litter picks will be held on 22 September (Bromley Heath Playing Fields by the cycle path) and 11 October (Cleeve Wood).

146.8 Urgent Actions

Clerk reported that one of the polycarbonate panels in the bus shelter at Queensholm Drive is missing. SGC will be providing a quotation for repairs. **Noted.**

146.9 Finance & General Purposes

(i) Recommendations from Committee meeting held on 8 September –

- **CHRISTMAS** – Clerk has made arrangements with SGC to order the Christmas tree and install the motifs. However, Gary Meddick is awaiting our neighbouring parish to decide on their requirements – if D&BH PC is the only one requiring a tree this year, it may mean paying 100% of delivery costs, which has previously been split with both trees arriving on the same transport. **Noted.**

Since the F&GP meeting, it is confirmed that an event will be organised by members of the Downend Business Community. The tree will be lit on Saturday 19 November at 5pm, the DBC paying the cost of a SGC operative to be on site to facilitate arrangements.

- **MEMBERSHIP OF F&GP Committee** – The current committee now stands at just four members, out of a possible 6.

AGREED to appoint new members when D&BH PC returns to the full 12 councillors.

- CHEQUE SIGNATORIES – Current signatories on the account are the Parish Clerk, plus any two councillors from Sheila Ottewell, Graeme Riley, Janet Biggin, Mike Baker and Martyn Poole. Graeme Riley’s name will now be removed from the account and an additional signatory is required.

AGREED to add Councillor Ben Burton to the list of account signatories.

- GRANT APPLICATIONS – The following applications were received and subsequently **AGREED**:

Golden Oldies Charity	£200
Wednesday Café	£330
Ignite Youth Group, Christ Church	£500
Cleeve Hill Tennis Club	£500

AGREED to review the situation with grant allocations, in accordance with the Business Plan. Matter to be further discussed by Finance & General Purposes Committee at their next meeting.

- CHRISTMAS: D&BH IN BLOOM – Man and His Tools & In Bloom are hoping to create some small Christmas trees, which the groups wish to display on the 22 poles in Downend where the hanging baskets are currently situated. The trees will be made from pallets donated by Downend Voice. Cllr Poole will report back to October’s Council meeting. **Noted.**
- RISK ASSESMENT AND REVIEW OF COUNCIL GOVERNANCE – F&GP Committee reviewed the following:
 - All risk management documentation and insurance arrangements which were **AGREED, subject to some minor additions.**
 - Standing Orders – **AGREED, subject to one addition in the order of business, to include reports from South Gloucestershire Councillors midway through the agenda.**
 - All Policy documents – The following documents were **AGREED, without change**:
 - Schedule of Charges
 - Information available under the Model Publication Scheme
 - Retention of documents
 - Equalities and Diversity Policy
 - Code of Practice for Handling Complaints
 - Dignity at Work Policy
 - Disciplinary Procedure
 - Grievance Procedure
 - Training Policy for new Staff and Councillors
 - Safeguarding Children & Vulnerable Adults
 - Internal Auditor **AGREED as Fiona Thornton.**
- Verification of Bank reconciliations carried out by Cllr Ottewell.
- WESTERLEIGH ROAD PUBLIC CONVENIENCES – Kate Conner is keen to carry on with the maintenance of the garden at the Westerleigh Road toilets. However, she experiences difficulties when weeding the garden due to arthritis and has asked if raised beds can be installed. Clerk circulated a sketch for perusal. Cllr Poole has confirmed that this project can be undertaken by Man and his Tools, although there is no budget available. Costs are estimated to be in the region of £300 - £500.

AGREED in principle, subject to obtaining additional quotations, in accordance with Standing Orders & Financial Regulations.

- COMPUTER COURSES – Cllr Poole has received an email from SGC. Another run of 6 week computer courses has been set up from SGC’s budget allocation for this year. However, they will be unable to keep a constant turnover of courses running without financial help from the Parish Council. The

cost to run another course is £488.16. Cllr Hunt proposed to continue with funding the computer courses whilst there is local demand; seconded by Cllr Ottewell.

RESOLVED to continue running the computer courses at Downend Library, as detailed above, and to support an additional course totalling £488.16.

- (ii) **Payment of accounts** – A list of payments to be authorised was circulated and **AGREED**.
- (iii) **Spend to date against budgets and account balances** – Members were circulated with a budget report which was **noted**. Balance of all accounts as at 31 August 2016 = £232,306.14.
- (iv) **Spending in accordance with Business Plan** – No report.

146.10 Planning Committee

Members **noted** the reports from the most recent Planning Committee meetings. Cllr Baker attended the SGC training 'Update on Planning Policy'.

146.11 Working Group Reports

- (i) **Business Plan** – The revised Business Plan had been emailed to all members for their consideration.

RESOLVED to accept the Business Plan. This will be duly signed by all members at full Council in October.

- (ii) **Sports Pitches** – Cllr Burton produced a report outlining four options to explore:
 - Option 1 – Maintain existing services (short term)
 - Option 2 – Maintain existing services and upgrade to existing or temporary changing facilities (short term)
 - Option 3 – New pavilion (long term)
 - Option 4 – New pavilion and 3G/4G multi activity pitch

Clerk conveyed information received from the surveyor over the telephone, whose full written report will be received within the next 24 hours. The surveyor outlines how both the pavilions are typical of their age and are in a poor state, particularly the Badminton Road pavilion. In this particular instance, repairs have been implemented over the years just to keep the building serviceable and operational, and it is confirmed that substantial works are now required, including replacement of the roof and windows.

If the Parish Council decides to take over the pavilions in their current state, certain things will need to be done immediately to make them safe. Whilst this would be acceptable in the short term, it would not be economically viable to repair them for the longer term.

Cllr Ottewell raised concerns that if demolition of one or both buildings is required, this should be at the expense of South Gloucestershire Council.

RESOLVED that the four options detailed will form the basis of future investigations and development.

RESOLVED to approve the sending of letters to all members of the interested groups to provide an update.

RESOLVED to send a letter to Downend Cricket Club to explore whether their financial status might make them reconsider using the King George V site, especially with the addition of a new pavilion.

RESOLVED to send a letter to Downend School to explore possible future collaboration into the provision of new facilities and a new 3G/4G pitch.

Clerk reported that SGC's drainage team will be carrying a full survey in the next couple of weeks of King George V and confirmation is awaited from Wessex Water about connecting any new drainage scheme to their surface water pipe. **Noted.**

Clerk advised that Dodington Parish Council has invited members of the working group to the Queen Elizabeth II Playing Fields, Kelston Close to see the recently refurbished changing rooms and speak to the staff who helped co-ordinate this project. **Noted.**

146.12 Review Working Group Matters and New Issues

- (i) **Creation of working group to consider locations for a new defibrillator** – It is important to identify possible locations of existing defibrillators and identify new sites, in accordance with the Business Plan. As such, a working group is required to carry out initial research and produce a report to full Council, including identifying any sponsorship.

AGREED to create a working group.

AGREED - Matter to be further discussed at October's Council meeting when more Councillors will be present.

- (ii) **Facebook Administration** – As Kate Conner has left the Parish Council, a new Facebook Administrator is required to manage the Facebook and post items on a regular basis.

AGREED that Cllr James Griffiths will be the new Administrator for the Parish Facebook.

146.13 External Meetings

- (i) **Downend Library (meeting with Martin Burton, SGC)** – Cllr Baker, Cllr Poole and Clerk met with Martin Burton on 12 September. It was confirmed that the staffed opening hours will be reduced to 26 per week for Downend. Opening hours between Downend, Emersons Green and Staple Hill Libraries will be spread to ensure that there is always a library open around these areas, subject to consultation. SGC intend to adopt Open Plus to make library facilities available from 9am to 8pm seven days a week. Martin Burton will be making arrangements to show Town and Parish Councils how this works by organising a trip to a participating library. If D&BH PC wishes to rent an office within Downend Library (206 sq ft), an all-inclusive rental was discussed at £3,500 per annum, on a 3-5 year lease. These funds would be paid directly to Property Services, and not transferred back into the library costs. Martin Burton was asked to establish if there was any way that this could be redirected to the Library and he agreed to make further enquiries. There would also be a cost for legal fees in the region of £750 and surveyor's fees in the region of £650.
- (ii) **Town & Parish Council Forum** – Attended by Cllr Biggin. Discussions took place around the Special Expenses scheme, the current status of the PSP and a presentation by Amanda Deeks.
- (iii) **Downend Business Community** – Cllr Griffiths attended the DBC meeting, who are attempting to encourage membership from more of the High Street shops, even those outside of Downend itself. Two speakers participated, one from Downend Sixth Form and Abdul Choudrey, SGC.

- (iv) **Avon Local Councils Association** – Cllr Biggin attended this meeting to receive the Parish Council’s certificate for the Local Council Award Scheme. Guest speak was Cllr Matthew Riddle, Leader of SGC who presented ‘Devolution and the potential future role of Local Councils’.

146.14 Vacancies on the Parish Council

As already mentioned, D&BH PC may now co-opt to fill the vacancy on Bromley Heath East Ward. **Noted.**

Members **noted** the resignation of Kate Conner.

RESOLVED that the vacancy on Leap Brook Ward and the vacancy on Bromley Heath West Ward, following the passing of Graeme Riley, will be declared to South Gloucestershire Council and the appropriate notices displayed.

146.15 Matters to note

(i) **Correspondence**

- Review of Super Councils Network – email circulated to members from Head of Policy and Development at NALC.

- (ii) **Reports from South Gloucestershire Councillors** – Cllr Biggin has attended the official reopening of Kustom Floors and the Fairtrade AGM. At the meeting of the Friends of Page Park it was outlined that the new café and community building have come in over budget. The tree consultation is ongoing and there is to be a consultation for a possible junior park run. The Friends have received £3,000 in funding from SGC and £20,000 from the Post Code Lottery. ‘Bark in the Park’ event will be held on Saturday 24 September, 10am-2pm.

146.16 Councillors concerns

- Cllr Baker asked about Parish Councillor involvement at the DBC’s Christmas event and was reassured that members could still participate as individuals, rather than as Parish Councillors.
- Cllr Ottewell requested that Graeme Riley receives a posthumous award as the next Parish Champion. **Noted.**

Chairman

Date

(Meeting closed at 9.05pm).