

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 20 OCTOBER 2016

Present:

Members: Councillors Janet Biggin (Chair), Ben Burton, James Griffiths, Jon Hunt, Kathy Morris, Martyn Poole and Raj Sood.

Officer: Angela Hocking.

4 members of the public.

147.1 Welcome

Councillor Biggin took the Chair and welcomed members.

147.2 Apologies

Received from Cllrs Mike Baker and Sheila Ottewell. Also from PC James Rochford and PCSO Katrina Sheldrake.

147.3 Declarations of Interest

None received.

147.4 Items from the Public

Martin Sullivan addressed the meeting explaining how the visually impaired experience difficulties with the pavements in Downend village, as there are many 'obstacles' and collision hazards to avoid. These include planters, cafeteria furniture, 'A' frames, shop merchandise etc. Whilst Mr Sullivan acknowledged that such items should not be removed, he asked if consideration could be given to their positioning.

AGREED – Clerk will contact SGC to inspect the area, ensuring that the shopkeepers are made aware of the dangers experienced by the visually impaired.

147.5 Items from the Police

No report.

147.6 To approve the Minutes of the Parish Council meeting held on 15 September 2016

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

147.7 Matters arising and ongoing issues

- Page 1 - Cllr Hunt advised that a speedvisor has been requested for Oakdale Road. However, SGC report that when previously installed the readings showed the majority of vehicles were travelling below 30mph.
- Page 3 – Cllr Burton has been added as a signatory to the Council's accounts at Lloyds Bank.
- Page 5 – Cllr Griffiths is administering the Council's Facebook page.
- Clerk confirmed that the 'Welcome to Downend' signs are on order with SGC.

- Street lighting construction works on the footpath between Badminton Road and Fouracre Crescent – SGC have carried out a consultation and have been in discussion with several residents. It is clear that they will not physically be able to install one of the lighting columns as this will restrict vehicular access. SGC has therefore omitted the lighting column from new proposals and revised the design and quotation to £4,595.73. After the deduction of the earmarked Community Infrastructure Levy of £3,211.98, this will leave a balance of £1,383.75 to pay for the scheme.

AGREED to proceed, on the basis of the new proposals and costings.

- Clerk has contacted London & Cambridge due to problems with the lighting in the Co-op car park and a conduit box in the ground, where a resident slipped. L&C will resolve these issues.

147.8 Urgent Actions

Clerk reported that vandalism has once again occurred to the newly installed table tennis table at Bromley Heath Park, which was **noted**.

147.9 Finance & General Purposes (See minutes of committee meeting held on 17 October 2016)

(i) Recommendations from Committee –

- The grant application process was discussed and members agreed that wherever conceivable grants should be provided to local groups and organisations. It was also agreed to consider match funding where possible. **NOTED.**
- Grant application from Downend Baptist Church – This application was reviewed once again. However, prior to a decision being made,

AGREED to request the grant application template previously used by the Chase Area Forum. This will enable F&GP to re-evaluate the process and the criteria for judging each specific application and subsequently any awards that may be made.

- Repairs to Lincombe Barn Notice Board – Clerk has obtained three quotations for the works required. After consideration,

AGREED to accept the quotation from Man and His Tools in the sum of £25.

- Three quotations have been received for planters to be installed at the Community Garden.

AGREED to accept the quotation from Man and His Tools in the sum of £500.

- SGC confirm the total cost of the Christmas tree, including delivery, but excluding the lighting, is £1,175. **NOTED.**
- Precept consultation received from ALCA, the contents of which were **DULY NOTED.**
- Budget and precept estimates were discussed by the committee and the final budget will be considered at November's F&GP Committee meeting. A recommendation will be made to full Council in December.
- Code of Conduct for Members, as adopted in August 2012, was ratified and **AGREED.**
- Petty Cash – **AGREED to authorise an additional £15.**

- (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 30 September 2016 = £372,491.68. Clerk advised that this included 50% of the precept and LCTS grant totalling £153,426.
- (iv) **Spending in accordance with Business Plan** – No report.

147.10 Planning Committee

Members **noted** the reports from the most recent Planning Committee meetings.

AGREED that Cllr James Griffiths be appointed as a member of the Planning Committee.

147.11 Ongoing Commitments Report

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

RESOLVED to accept the Business Plan, which was subsequently signed by all members and the Clerk.

147.12 Working Group Reports

- (i) **Sports Pitches Working Group** – Working Group report circulated by the Clerk was **noted**. Clerk, Chair and Vice Chair attended a meeting with Mr Mark Fuller, Head Teacher of Downend School on 14 October. Mr Fuller shared the schools vision and as part of a multi-academy trust discussed what role the Castle School Education Trust (CSET) might have to play. A very positive outcome from the meeting and it is hoped that the Parish Council and CSET will be able to work closely together in the future.

Clerk also advised that Martin Wright, the Building Surveyor had been able to provide budget estimates for demolishing the two sports pavilions, being Bromley Heath Pavilion £20,000 and King George V / Badminton Road £27,500. Both costs are approximate and exclusive of VAT and fees. The costs include for nominal removal of asbestos containing materials based on what could be seen at the time of the surveys. Discussions ensued on the way forward,

RESOLVED to arrange a meeting with South Gloucestershire Council officers to further discuss the Parish Council's position following the surveys of the pavilions and the legal documentation received from SGC.

Once a date for the meeting with SGC has been set,

AGREED that the working group gets together prior to the meeting with SGC to debate the next steps and options moving forward.

AGREED that following the meeting with SGC, a meeting of the user groups is called to update on the situation and the next steps for all concerned.

Review Working Group Matters and New Issues

- (i) **Defibrillator Working Group** – Following agreement in September to create a working group,

AGREED that Cllr Griffiths and Cllr Poole (inc. Cllr Morris re. Cleevewood) will carry out initial research and produce a report to full Council, including identifying any sponsorship.

- (ii) **AGREED to appoint Friends Group representatives as:**
- **Bromley Heath Playing Fields – Cllr Ben Burton**
 - **King George V / Badminton Road Playing Fields – Cllr Ben Burton**

Cllr Burton has relinquished his role on the Friends of Hillhouse Park and Lincombe Barn Park & Woods. These vacancies, in addition to the Friends of Leap Valley, will be discussed further once Council has co-opted new members.

Cllr Burton also brought forward the idea of having a Park Ranger, possibly in conjunction with another parish, which would provide an ongoing presence in the parks and playing fields. **NOTED.**

Cllr Hunt advised that Mangotsfield United Football Club is looking at areas where the Club's female teams can play football. Hillhouse Park has been put forward as an option for pitches. Following a vote,

AGREED unanimously that Downend & Bromley Heath Parish Council supports the use of the Hillhouse Park site for football pitches, and the associated leasing arrangements that will be required.

147.13 South Gloucestershire Council – Reports from Councillors

Lincombe Barn Park, Local Green Space Designation - Cllr Hunt reported that South Glos. Council do not wish to designate an area of the childrens playground at Lincombe Barn Park, meaning that there will be a possibility this can be used for development potential in the future. Cllr Hunt has objected to this on the grounds of the main access to the site, the slope etc, and provided justification for the whole area to be designated, which has been agreed in principle by Officers. The matter will now be passed on to the Inspector.

Cllr Biggin has attended the Bromley Heath Neighbourhood Watch 30th anniversary, SG Heritage briefing, Management meeting at Lincombe Barn, Friends of Bromley Heath Park, Downend School Community Art, Oldland Annual Parish meeting, ALCA AGM, SG Transport Forum, Shopmobility AGM, KCT AGM, Members Funding meeting and Children in Care celebration of achievement.

Cllr Morris stated that there will be a South Glos Business Show taking place in October 2017 which will showcase the many businesses within South Gloucestershire. Cllr Morris will keep members updated.

147.14 Vacancies on the Parish Council

- (i) **Proposal to co-opt a member to the vacancy on Bromley Heath East Ward** – One application has been received for this vacancy from Colin Ogden and his letter of application was circulated to members for their consideration. Following a unanimous vote,

RESOLVED to appoint Colin Ogden as member for Bromley Heath East Ward. The Declaration of Acceptance of Office will be signed by Colin Ogden as soon as possible.

- (ii) **Proposal to issue notice of co-option for the vacancies on Leap Brook Ward and Bromley Heath West Ward** – Electoral Services confirm that no requests for an election have been received for either vacancy. D&BH PC are therefore free to co-opt to fill the vacancies. Clerk advised that the positions will be advertised both on the website and notice boards. **NOTED.**

147.15 Correspondence

- (i) **Community Based Services Recommissioning consultation** – Circulated to members who were invited to make individual comments. **NOTED.**
- (ii) **Second Phase of Libraries Consultation** – This consultation is open until 2 January 2017. Martin Burton advises that a meeting is to be held on 26 October, 2pm at Yate Library, to explore various options.

AGREED that Councillor Poole and Councillor Biggin will attend.

- (iii) **Consultation: Children & Young People's Mental Health and Emotional Wellbeing Strategy –** Documentation circulated to members, who were invited to make individual comments.
NOTED.

Clerk also reported:-

- Elf trails at King George V Park – 'Elf in the House' wish to hold a weekend of Elf Trails at King George V on 26 and 27 November from 10am-2pm. They intend to have a food van and stall selling merchandise. This is a fun event for children and will not encroach on the football pitches. **NOTED.**
- Consultation for mobile street trader – Drive Aroma Ltd – to trade throughout the South Gloucestershire area. **NOTED.**
- Consultation on BT phone box removal – The red phone box can be adopted for £1 and can be used to become a defibrillator station. However, there are no phone boxes listed within the consultation that are situated in the parish.
- Right Choice Right Life – Clerk circulated information to members for their information and onward circulation.

147.16 Remembrance Sunday

Sunday 13 November - As in previous years, the march sets off at 10.30am forming up in Page Road and moving off via High Street and Broad Street for the Service in Page Park at 11am, and then returning to the Royal British Legion headquarters for light refreshments. There will also be a service on Thursday 10 November at Christ Church Downend in the rear entrance and Fishponds Park at 11am on 11 November.

147.17 Councillors Concerns

Members made reference to the Challenge Fund, as reported on the South Glos. Council website.

The Metrobus, which is supposed to be introduced next autumn, will not now launch until April 2018 in view of the works to the viaduct.

Cllr Biggin reported that she has asked SGC to provide a standard statement which can be used to respond to parishioners concerns about all the roadworks, road closures and ongoing traffic congestion.

Cllr Biggin has been approached by the DBC as they require public liability insurance cover for the Christmas in Downend event. They ask if they can come under the umbrella of the Parish Council for this, which will mean D&BH PC would need to be the hosts for the event, in name only. Clerk reported that the decision to withdraw from the Christmas event was agreed at Council in May 2016. Standing Orders 41 states that a decision of the Council shall not be reversed within six months and as such D&BH PC's resolution still stands.

Cllr Poole advised that Man & His Tools are making Christmas Trees to be hung on the poles currently used by the In Bloom Group. They have made one such tree to view on the Green just past the Mezze. Members were asked to observe the example so a decision can be made on whether to progress this project for Christmas 2017.

Chairman

Date