

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 17 NOVEMBER 2016

Present:

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

Officer: Angela Hocking.

Two members of the public.

148.1 WELCOME

Councillor Burton took the Chair and welcomed members.

148.2 APOLOGIES

Received from Cllr Janet Biggin, PC Paul Fortune and PC James Rochford.

148.3 DECLARATIONS OF INTEREST

None received.

148.4 ITEMS FROM THE PUBLIC

None received.

148.5 ITEMS FROM THE POLICE

PC Rochford reports that he has spoken to the two males in the car wash by the Co-Op and examined their National Insurance cards, which appear to be all in order.

148.6 TO APPROVE THE MINUTES OF THE PARISH CONCIL MEETING HELD ON 20 OCTOBER 2016

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

148.7 MATTERS ARISING AND ONGOING ISSUES

- 147.4 – An officer from South Glos Council has visited Downend and confirms that the shops and businesses are not siting 'A' frames, shop merchandise etc beyond their boundaries. However, Clerk has asked if SGC can write to all the shopkeepers asking them to give consideration when positioning their products and advertising furniture.

AGREED – Clerk will contact Martin Sullivan who brought this matter to light at October's Council meeting. Arrangements will be made to walk through Downend with Mr Sullivan and representatives from the Parish Council to explore this matter further.

- 147.7 – Facebook is being updated by Cllr Griffiths.
- 147.7 - Clerk and Cllr Ottewell have met with Jo Perry, SGC, to view the Welcome to Downend signs. Unfortunately, these have been manufactured much too small in size. New, larger signs

would be £73.17 each compared to the original £55.29 each. After consultation with the Chair of Council, in accordance with Financial Regulations, Clerk has agreed to the manufacture of these new signs. **NOTED.**

- Cllr Griffiths suggested that the signage around the parish should be cleaned.
AGREED – Clerk will request SGC cleans the local signage.
- 147.7 - Clerk has been in contact with London & Cambridge Properties (L&C) in recent months due to lighting and footpath issues within the Co-op car park, which appear to now be resolved. L&C have subsequently written to the Parish Council and advise that they have been in discussions with the Co-op, their tenant, about the possibility of introducing some form of parking control at the site to prevent abuse of the car park. A Deed dated 1985 which deals with the joint management of the car park states 'the car park is available to members of the public during all times and on all days without charge, unless agreed with L&C / SGC'. As such L&C are asking to meet with a representative of SGC and the Parish Council to discuss and consider options.
- 147.9 – Clerk has been provided with two grant application templates used by SGC. These will be evaluated at the next meeting of Finance & General Purposes.
- 147.9 – Man and His Tools will implement the works required to the community garden and Lincombe Barn notice board after Christmas.
- 147.12 - Various correspondence received in relation to the newly adopted Business Plan. These comments will all be taken into consideration at the first review of the Plan.
- 147.12 – Defibrillator Working Group will be arranging a meeting in due course.
ACTION – Clerk to establish the procedure for replacement of the defibrillator, if this was to be removed or vandalised in any way.
- 147.14 – Cllr Colin Ogden signed his Declaration of Acceptance of Office on 24 October 2016.
NOTED.
- 147.17 – Cllr Hunt confirmed that a start date has not been agreed for the works to the viaduct. However, a public meeting is being arranged in the very near future led by Mark King, SGC, and it is planned to hold an additional meeting in the New Year.
- 147.17 – Christmas – It appears that Andrews are having a Santa's Grotto this year plus various other activities and Kustom Flooring will be offering drinks and mince pies to their customers when the lights go on on Saturday 19 November. Melanie's Kitchen advise that the traders are going to put out an appeal to interested parties in the community to drum up support for a bigger, self-funding event in 2017, and hope to be able to raise funds for a local community initiative.

148.8 URGENT ACTIONS

Clerk has been unable to load additional data on to the Parish Website. After investigation, it appears the current hosting package needs upgrading. This has been done at an additional cost of £61.82. **NOTED & AGREED.**

Clerk advised that she has sold her home and suggested that consideration is now given to move the Parish Office into formal office accommodation, as has previously been discussed. The Senior Valuer at SGC has proposed the granting of up to two consecutive licences of six months (ie, 12 months in total) without the need to instruct Legal. At the end of this period, the Parish Council would either need to vacate or take a lease. Following discussions and a proposal by Cllr Morris, seconded by Cllr Poole, unanimous vote,

RESOLVED to instigate proceedings for a 12 months Licence at the office within Downend Library.

AGREED to request an allocated car parking space for D&BH PC.

148.9 FINANCE & GENERAL PURPOSES

148.9(1) Payment of Accounts – A list of all payments to be authorised was circulated to members.

RESOLVED to meet all the payments, as detailed.

148.9(2) Spend to date against budgets and account balances – Members received an up-to-date budget sheet. The balance of all the Council's accounts as at 31 October 2016 = £363,251.73. **NOTED.** Clerk advised that Lloyds Bank had made an error when updating the account signatories. This came to light whilst attempting to cash the petty cash cheque. Clerk has contacted the Complaints Department and Lloyds Bank has awarded the Parish Council with £150 which has been credited to the Treasurers Account. **NOTED.**

148.9(3) Spending in accordance with Business Plan – No report.

148.10 PLANNING COMMITTEE

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

148.11 WORKING GROUP REPORTS

148.11(1) Sports Pitches Working Group (SPWG)

See 148.14(1).

148.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

148.12(1) Review of D&BH PC new working structure – Several amendments have been highlighted that are required to the Business Plan.

AGREED to arrange a Business Plan working group meeting in January 2017 to consider any necessary changes required.

148.12(2) Library Review – Cllr Poole attended a meeting at Yate Library. It is hoped that a visit to a Library using the Open Plus system will shortly be arranged.

Defibrillator Working Group have yet to set a date for a meeting.

Man and His Tools – The group have made a Christmas tree from reclaimed wood which is hung on the pole just down from the Green Dragon. Solar lights have been installed to one side of the tree on this particular model. Man and His Tools propose to make 22 trees to put on the poles used by D&BH in Bloom. Members were asked to look at the design and report back to Cllr Poole.

AGREED that if members are in support of the project, Cllr Poole will investigate the costs to make 22 trees. A formal report will be taken to the next Business Plan meeting, and subsequently to full Council for approval.

148.13 SOUTH GLOUCESTERSHIRE COUNCIL

148.13(1) No 18 Bus Cllr Morris read the minutes from the last Community Engagement Forum outlining the support needed to maintain the service provided by the no. 18 bus. Members advised that the service is now up and running. No further action.

PROPOSALS

148.14(1) Pavilions at Bromley Heath & King George V/Badminton Road Playing Fields

Cllr Burton detailed a positive meeting with Downend School (Mark Fuller, Head Teacher). The school want to engage with the community and will be happy to help in some way with a future project, ie, pupils undertaking work experience at the facilities, helping with maintenance etc. It has been left that the Parish Council will get back to Mr Fuller to discuss the options going forward, and to include the user groups at this meeting.

An informal survey has been carried out with the user groups to get ideas in terms of what they would like and what they foresee in the future. Responses indicate that most would like to see an upgrade to the existing facilities at the very least, with a preference for additional facilities in the future.

Cllr Burton and Clerk attended a meeting with South Glos. Officers on 9 November. Copies of the building surveys for both pavilions were provided to SGC in advance of the meeting. SGC explained what they were prepared to offer, which is essentially to make the pavilions watertight and anything else required to ensure the buildings conform with Health & Safety requirements.

Initial considerations of demolishing King George V / Badminton Road pavilion were discussed and Property Services has subsequently agreed to meet the demolition costs on the assumption that expenditure will be in the region of £27,000. However, if an alternative option is to be agreed, the Parish Council is now aware of the potential funds available. Property Services has also agreed a sum of £10,000 towards the Bromley Heath pavilion. D&BH PC would be able to prioritise the works considered most important and subsequently reclaim the money from SGC up to the total sum.

Members considered four options:-

1. Do nothing and do not take over the pavilions
2. Take over the sports pitches and parks, but leave the pavilions in their current state
3. Take over the sports pitches and Bromley Heath pavilion, but demolish King George V pavilion and get temporary changing facilities in the interim
4. Keep the sites as they are and carry out the essential works to both pavilions. However, additional work would also be carried out to King George V pavilion. This will involve getting the building watertight and evaluating the best course of action for the structure, ie, clad the building, install new windows, solar panels on the roof, insulate the building and make it vandal proof, thus making it a more desirable and sustainable building. Quotations would need to be obtained for the work, but the idea of inviting the user groups to carry out a 'Big Build' was also discussed.

(Cllr Hunt left the meeting at 8.15pm)

Following a proposal by Cllr Burton in relation to option 4, seconded by Cllr Griffiths, unanimous vote,

RESOLVED to arrange a meeting of the Parish Council's Sports Pitches Working Group, Downend School and the User Groups to feedback information.

RESOLVED – after the above meeting has taken place, to convene a meeting of D&BH PC Sports Pitches Working Group (SPWG) to initiate proposals and put a provisional specification together, whilst identifying a designer or architect to look at what is required concerning pricing and securing contractors.

AGREED to look at any potential subsidence issues and review the Asbestos Report from SGC.

ACTION – Cllr Burton will circulate information from Sport England about the renovation of a pavilion, which can be found on the Sport England website.

148.14(2) Parish Council Vacancies – Members were circulated with an application from Craig Lockett for one of the vacancies. Mr Lockett was not present and members were therefore unable to interview this candidate. Following a vote by members, unanimously

AGREED that Mr Lockett is not appointed to the Parish Council at this time.

148.15 CORRESPONDENCE

148.15(1) South Glos Council Budget and Savings Programme – circulated to all members and duly noted.

Clerk had circulated details of an information briefing in relation to the District Boundary Review which will be attended by Cllr Baker.

148.16 COUNCILLORS CONCERNS

Cllr Ottewell suggested that some form of compensation should be provided to the residents of Bromley Heath in view of the ongoing roadworks and traffic congestion. Cllr Ottewell will put forward a written proposal for December's Council meeting.

Cllr Poole raised concerns about vandalism in the area. Clerk advised that SGC are putting together a database to see how widespread the problem is and if there is any pattern.

Cllr Baker asked that the Parish Council reviews whether or not to hold a Christmas event in 2017, and will provide a written report for December's Council meeting.

Cllr Morris suggested that the introduction of a Park Ranger maybe something to consider in the future. This could be a shared project with Emersons Green Town Council.

AGREED to bring forward at the next meeting of the Friends Groups to see if there is any merit with such a project.

Chairman

Date

Meeting closed at 9.05pm.