

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 8 DECEMBER 2016

#### **Present:**

Members: Councillors Mike Baker, Janet Biggin (Chair), Ben Burton, Jon Hunt, Kathy Morris, Colin Ogden, Sheila Ottewell and Martyn Poole.

Officer: Angela Hocking.

Public: 9 members of the public.

**149.1 WELCOME** - Councillor Biggin took the Chair and welcomed members.

**149.2 APOLOGIES** - Cllrs James Griffiths & Raj Sood, Chris Boulton (D&BH in Bloom) and the Police.

**149.3 DECLARATIONS OF INTEREST** - Cllr Kathy Morris declared an interest re. Circadian Trust.

#### **149.4 ITEMS FROM THE PUBLIC**

Members of the public attended in support of the grant application for Bromley Heath Scout and Guides. The situation with the failing roof has become so bad that a loan has had to be taken out to replace it as a matter of urgency; total cost £5,700. Fundraising is ongoing. Following discussions with the group, Cllr Poole proposed that the £5,000 grant should be awarded, seconded by Cllr Ogden, unanimous vote,

**RESOLVED to donate £5,000 to Bromley Heath Scouts & Guides in support of the repairs required to the roof at the HQ.**

#### **149.5 ITEMS FROM THE POLICE**

PC James Rochford reports:-

- He has liaised with the workers at the car wash in the Co-op car park and all is in order.
- Commercial premises within the areas are being targeted for burglary. There has been a recent spate of offences where tills/fruit machines are being attacked. He asks for a review of their security/CCTV cameras etc that could help prevent further offences.

#### **149.6 PRESENTATION BY IAN BROWNE, RE: DOWNEND COMMUNITY PROJECT 'SOUP'**

Ian Browne had been called away, but provided a written briefing for Council on the proposals for Downend SOUP. In terms of help from D&BH PC, he is not seeking any funding but had hoped to be able to ask the Councillors if they could think of causes, groups etc who could benefit from microfunding so that they can reach out and ask them to get involved in pitching at the microfunding event.

**AGREED – Clerk will suggest that an advertisement is placed in Downend Voice.**

**AGREED to give consideration as to whether or not future presentations should be limited, due to time constraints at Parish Council meetings.**

#### **149.7 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17.11.2016**

**RESOLVED that the Minutes are accepted as a true record. Minutes signed by the Chair.**

#### **149.8 MATTERS ARISING AND ONGOING ISSUES**

- 148.7 – Cllr Burton will be meeting with resident, Martin Sullivan, to walk through Downend and establish any hazards for the visually impaired.

- 148.7 – London & Cambridge Properties (L&C) wish to introduce some form of parking control at the Co-op car park in Downend. A meeting is being set up between Mark Pullin, Strong Safer Communities Manager at SGC, the Asset Manager of L&C and representatives from D&BH PC.

**AGREED that Cllr Biggin and Clerk will attend a site meeting with SGC and L&C in the first instance.**

- 148.7 – Chris Boulton, Chair of D&BH in Bloom queries the In Bloom section of the Business Plan (page 12). Chris considers the statement needs to be reworded as it is causing the Group problems with fund raising as an independent Group.

**AGREED to reword this section as follows:-**

**Each year, we financially support Downend & Bromley Heath in Bloom with a lot of their floral displays which are installed throughout the parish and as shown on the attached plan. Those sponsored by individuals and businesses are identifiable by a plaque. Displays are kindly organised, maintained and watered by D&BH in Bloom, who ensure the parish looks attractive all year.**

**The In Bloom Group also undertake further activities that are separate from the Parish Council to enhance the local area for the benefit of all residents. The additional activities carried out by D&BH in Bloom (ie, not connected with the £5,000 grant provided by the Parish Council) are solely managed and arranged by these committed volunteers. We thank them for their ongoing hard work in the parish.**

- 148.12 – Cllr Poole advised that he had received positive feedback about the Christmas tree made by Man and His Tools.

**AGREED – Cllr Poole will provide a costing to manufacture 22 trees, which will be submitted to the next Business Plan meeting / F&GP in January for consideration.**

#### **149.9 URGENT ACTIONS**

Repairs carried out to the bus shelter at Queensholm Drive (see 149.10ii: Payment of accounts).

#### **149.10 FINANCE & GENERAL PURPOSES**

Clerk outlined that all items discussed by F&GP are brought forward to full Council for ratification and authorisation, prior to any action being taken following the committee meeting.

- i. Recommendations from Committee meeting held on 24 November, not covered by the agenda**
  - APPLICATION FOR FINANCIAL SUPPORT FROM BROMLEY HEATH SCOUT & GUIDES – As the Parish Council's grant application procedures are currently not in place, full Council were asked to discuss further. (See 149.4).
  - PARISH COUNCIL OFFICE – A surveyor's fee of £250 will be payable on completion of the Agreement. Expected move-in date is Tuesday 20 December 2016. Many items will have to be considered, ie, hours the office will be open, security, lone working, parking, telephone line and broadband etc, and Clerk is awaiting information from SGC regarding some of these. However, several things were brought forward on which a decision is required:-
    - DECORATION – Man and His Tools have offered to paint the office with SGC's permission, which has been received. Clerk requested permission to purchase the paint required.

**AGREED to proceed with painting the new office and to cover the cost of the necessary paint required.**

- REMOVALS – Clerk has obtained quotations for moving all the office furniture, files and equipment as follows:

Ablemove	£275 + VAT	Advanced Removals	£200 + VAT
R&J Removals	£220 + VAT	Kwik Move	£348 + VAT

**AGREED to accept the quotation from Advanced Removals, as detailed.**

- REDIRECTION OF POST – The Parish Council is classified as a ‘business’ and therefore the costs that will apply are £175 for up to 3 months, £260 for up to 6 months and £425 for up to 1 year.

**AGREED to redirect the post for D&BH PC for up to one year, at a cost of £425.**

- TELEPHONE LINE / BROADBAND – Following a meeting with Clerk and Helen Egarr on Friday 2 December, discussions took place as to the most efficient use of telephone and broadband at the new parish office. It was considered that to have a new line installed for the Parish Council would seem the best course of action, thereby D&BH PC could keep the same telephone number and connect to its own router for broadband. SGC need the route approved by their building surveyor to ensure that this would not interfere with any other services in the building. It will also be necessary that this is removed and any damage caused rectified if D&BH PC were to leave. **Noted.**

**AGREED for Clerk to make enquiries of the Vodafone One Net Plan, in addition to BT, to ascertain the most suitable way forward.**

**AGREED that Clerk liaises with Chair and Vice Chair in view of limited timescales.**

- FUNDING RE. D&BH IN BLOOM – Request has been received for the funding of a tree in memory of Graeme Riley. Graeme’s wife is in full agreement and is has been suggested to plant a tree on the green between Britannia Wood and Overndale Road. Cost is anticipated to be approximately £245 and In Bloom would plant the tree.

**AGREED to proceed with the project in liaison with D&BH in Bloom, all as detailed.**

In Bloom have outlined that they intend to install two further poles in the High Street. Works have also been implemented to the planter outside Sainsburys. Licences have been agreed with SGC. F&GP recommend agreement in principle to these proposals, which have clearly been examined by South Gloucestershire Council. **NOTED & AGREED.**

In order to share D&BH in Bloom’s vision and future ideas, F&GP consider that it would be helpful to know which flowers/trees/displays are being funded by the Parish Council, and how the costs are split between the displays. (It is understood that various planters etc are sponsored by other organisations and local businesses). This will enable the Parish Council to know where its responsibilities are, going forward. Grant applications must specify the purpose of the funding in order to demonstrate transparency and justification of how parishioners money is being spent. Following a recommendation by F&GP,

**AGREED that D&BH in Bloom provide a map of Downend detailing the specific locations of all planters, poles etc, (both existing and proposed), and to outline which have been sponsored by local businesses and organisations. This will ensure that the Parish Council has a detailed map of the location of its assets, rather than simply a list outlining the numbers of poles, planters etc, to safeguard any future changes to the group’s membership.**

**AGREED that it would be helpful if the map could incorporate a key/breakdown of what is being spent from the Parish Council's £5,000 budget, and where the schemes are situated.**

**AGREED to request details of the insurance cover in place for D&BH in Bloom.**

D&BH in Bloom further request consideration is given to increase the £5,000 budget by an additional 2%. However, after consideration F&GP recommend that the budget remains at £5,000 for 2017/18.

**AGREED to financially support D&BH in Bloom up to the previously agreed sum of £5,000 for 2017/18.**

- AVON PENSION FUND 2016 VALUATION – The Fund's actuary has calculated revised contribution rates for the Fund's employing bodies which will be effective 1 April 2017. The outcome for D&BH PC is:
  - Deficit is £4,000 to be recovered over 9 years
  - This means the 2017/18 deficit recovery payment is £200 (ie, equivalent to 0.7% of pensionable payroll at 31 March 2016)
  - The deficit recovery payment will increase by 3.7% over the life of the recovery period.
  - Target Future Service Rate is 16.8% of payroll.

Therefore the schedule of annual payments is as follows:

	2017/18	2018/19	2019/20
Future Service Rate (% of payroll)	15.3%	16%	16.8%
Deficit Contributions (£)	£200	£400	£500

Rather than paying the deficit contributions shown annually, there is an option to pay all three years upfront during April 2017. Early payment will reduce the amount paid.

Total payable for deficit payments made each April	£1,100
Total payable for alternative 3 year deficit prepayment in April 2017	£1,000

ie, a saving of £100.

**AGREED to pay the deficit payments each April.**

- NIGHT BUS 47A - First Bus has given notice of termination for the night bus from Sunday 30 April 2017. The reasons they have given is that the passenger numbers have fallen below expectation and also due to the lack of publicity regarding the services has meant they do not wish to continue to operate the service after this date. Going forward, a decision will need to be made by the group how or indeed if it is wished to continue to support a night bus and in what format. Options are:
  - Re-tender as the route currently stands
  - Re-tender as it was previously ie, 3 journeys from the City Centre to Chipping Sodbury
  - Withdraw the service
  - Any suggestion proposed by the Night Bus Group

**AGREED that Downend & Bromley Heath Parish Council recommends a re-tender for either option (a) or option (b). Cllr Ottewell will report back at the next meeting of the group early in 2017.**

- SOUTH GLOUCESTERSHIRE PARISH REMUNERATION SCHEME – **AGREED not to pay allowances to members of the Parish Council.**
  - INTERNAL AUDIT – The Internal Auditor has advised that she will be unable to carry out a mid-year audit before Christmas. Interpretation of the NALC guidance reveals that only an annual internal audit is essential. If this turns out to be more long term, then D&BH PC will need to look at alternative auditors.
- ii. **Payment of accounts** – Members viewed the accounts for payment and **AGREED that all payments, as listed, should be met.**
  - iii. **Spend to date against budgets and account balances** – Members viewed the up-to-date budgets available. Current balances of all accounts as at 30 November 2016 = £353,359.68.
  - iv. **Spending in accordance with Business Plan** – No report.

#### 149.11 Planning Committee

Minutes of the meetings held on 22 November and 6 December were **NOTED.**

#### 149.12 Working Group Reports

**Sports Pitches Working Group** – A meeting was held on 1 December at Downend School where members of the Parish Council, various user groups, the Friends group, Mr Mark Fuller (Head Teacher, Downend School) and Mr Will Roberts (CEO of The Castle School Education Trust – CSET) discussed options for the future of the community facilities at Bromley Heath, but in the main relating to King George V/Badminton Road.

Feedback was received from members about how the pavilions are currently used and special requests for consideration. Will Roberts provided an overview about the school's role moving forward, and his vision to ensure that it remains a community school, and not cross over with any other potential plans. As a result, options need to be considered of making a single community hub – either the pavilion or the sports centre - where facilities can be shared. School pupils can become involved with the running of this. It is considered that the pavilion appears to be better sited, particularly with regard to cricket. In conclusion, it has been agreed to have additional conversations independently with the school to discuss options. Downend School has a sinking fund for replacement of the current astro turf, either like-for-like or to upgrade.

**AGREED in the short term to get the pavilions to a suitable standard from April and move forward thereafter following discussions with the school.**

Tina Rainey has later confirmed that she is able to put £5,000 of her existing budget towards the pavilion works identified. This figure may increase depending on how much it costs for SGC to improve the drainage on the King George V pitches. SGC has also looked at availability of appropriate Category 1 S106 contributions that might be available for both sites. At present there is nothing accessible but they have highlighted both sites for any future potential contributions. Property Services have allocated £27,000 for the Badminton Road pavilion and £10,000 for Bromley Heath. **Noted.**

**Defibrillator Working Group** – Cllr Poole has spoken to the chemist in Cleeve Wood who will be happy to have a defibrillator installed on the side of their premises. Electricity costs etc will need to be further investigated.

**AGREED to approach the lady who has been locally fundraising for a defibrillator.**

### 149.13 Review Working Group Matters and New Issues

- **Matters to refer to Working Groups or change in objectives** – None.
- **Other matters to be added to Working Groups** – None.
- i. **Report re Compensation** – Cllr Ottewell circulated a report outlining how residents of Bromley Heath have had to endure repeated disruption due to ongoing roadworks etc. Cllr Ottewell proposes that the Parish Council approaches SGC to survey and properly repair the roads and pavements at Four Acre Crescent, Four Acre Road and Queensholm Drive/Quakers Road junction as some form of compensation.

Following a recent meeting with parishioners about the viaduct, Cllr Hunt felt that residents would not be in favour of any additional roadworks at this time. A further meeting about the viaduct works is scheduled for January (Mark King and his team will be in attendance). There will be additional weekly meetings so any concerns can be addressed promptly. Discussions ensued.

**AGREED that Cllr Hunt will circulate notes from the recent meeting, if residents are in agreement.**

**AGREED that Cllr Hunt will consult with the residents themselves at the meeting in January to ascertain their thoughts on the proposals as outlined by Cllr Ottewell.**

- ii. **Christmas 2017** – It is hoped that the shopkeepers in the High Street will investigate options for an event in 2017. D&BH Parish Council will continue with organising the Christmas tree and lighting.

### 149.14 External Meetings

**District Boundary Review** attended by Cllr Baker. The review considered the structure of district wards and the number of councillors representing the district. The powerpoint presentation was copied to members.

**Community Engagement Forum** – Minutes of the meeting can be accessed via the SGC website.

### 149.15 South Gloucestershire Council

- Cllr Morris advised of a prosecution in the Courts re the hand car wash in Downend.
- Cllr Hunt confirmed that Committee will be deciding on the way forward for the viaduct works, ie, whether this will commence in April or July, and the hours of work etc. Once a decision is made, another public meeting will be held to outline the process. Thereafter, regular meetings will be held to mitigate any concerns or anticipated problems which may arise.
- Cllr Hunt outlined Member Award Funding to help voluntary/community groups.
- Cllr Hunt advised that Childrens Services are currently being inspected by OFSTED, the results of which will be available in January 2017.
- Cllr Biggin outlined the Sustainability and Transformation Plan to members.
- Cllr Biggin has attended the South Glos carol service, Headway carol service, Bristol Aero Collection AGM and meetings at both Lincombe Barn and the Friends of Page Park.

### 149.16 Proposal to co-opt a new member to D&BH Parish Council

Sharon Herniman will make a decision about whether to apply to join D&BH PC in the New Year. **Noted.**

### 149.17 From F&GP:

- a) **Proposal to accept budgets and precept request for 2017/18** – Members were circulated with a proposed budget and precept calculation for 2017/18. The figures put forward should not

constitute any increase to the current precept of £304,500. Based on indicative tax base figures received from SGC last year, this would mean a charge of £65.39 for a Band D property, compared to £67.68 for the current year.

**RESOLVED to accept the budgets as evaluated by Finance & General Purposes Committee.**  
**RESOLVED to request a precept from South Gloucestershire Council of £304,500.**

- b) **Proposal to accept new grant application form** – A draft form created by combining the Member Award Funding form and that of the old Chase Forum, was circulated for consideration.

**AGREED to accept the new grant application form.**  
**AGREED to review the form after the first round of grants have been considered in April 2017.**

- c) **Proposal to purchase new bus shelter at Queensholm Drive** – The large 4-bay bus shelter on Queensholm Drive has been vandalised. The shelter is more than 20 years old, in a dilapidated condition and is starting to lean over. Paint has worn off and SGC, who attended to undertake emergency action following the vandalism, suggest consideration is given to its replacement. Quotation received from B&C Shelters whom the Parish Council resolved to install any new bus shelters (full Council Minutes 16.01.14 refers). This totals £3,537 + VAT. A further £350 + VAT has been quoted to remove the existing shelter.

**RESOLVED to proceed with the removal of the existing bus shelter and the installation of a new 3-bay cantilever shelter, all as detailed.**

#### **149.18 Proposal to approve any nominations for Parish Champion Awards**

- **Individuals** – Graeme Riley nominated to receive a posthumous Award.
- **Business** – Cleeve Wood Pharmacy, who provide emotional support to the elderly and act as an interface between the local Doctors surgeries.
- **Voluntary Group** – Bromley Heath Scout & Guides.

#### **149.19 Proposal to approve documentation from SGC for a Parish Office at Downend Library** – The Tenancy at Will received from SGC was considered and discussed.

**RESOLVED to proceed with the Tenancy at Will between SGC and the Parish Council in relation to the small office within Downend Library and to pay the £250 Surveyor's fee.**

#### **149.20 Correspondence**

- **Library Review** – Noted.
- **PSP Plan: Submission and publication of the Council's suggested modifications** – Noted.
- **Developing a Sustainability and Transformation Plan across Bristol, North Somerset and South Gloucestershire** – Noted.
- **Badminton Road Cycle Safety Scheme** – Noted. Cllr Ottewell queries the accident figure in the Statement of Reasons.
- **South Gloucestershire Spring Clean 2017** – Noted.

#### **149.21 Councillors' Concerns** – None raised.

**Chairman**

**Date**

*Meeting closed at 9.02pm.*