

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 19 JANUARY 2017

Present:

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

Officer: Angela Hocking. Public: Two members of the public.

150.1 WELCOME - Councillor Biggin took the Chair and welcomed members.

150.2 APOLOGIES - Received from Cllr Colin Ogden, Cllr Kathy Morris, Cllr Martyn Poole, PC Paul Fortune and PC James Rochford.

150.3 DECLARATIONS OF INTEREST - None.

150.4 ITEMS FROM THE PUBLIC - None.

150.5 ITEMS FROM THE POLICE - None.

**150.6 PRESENTATION BY JANE BROWNING, EMERGENCY PLANNING OFFICER, SGC
RE. COMMUNITY EMERGENCY PLAN**

Jane Browning outlined the need to improve community resilience. Her aim is to introduce emergency plans to help local areas protect themselves during times of severe disruption, whether caused by terrible weather, strike action or major accident. It was suggested that the Parish Council gives consideration to the production of such a plan.

150.7 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8.12.2016

One amendment to 149.15 to read 'hand' car wash.

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

150.8 MATTERS ARISING AND ONGOING ISSUES

- 149.8 – Cllr Burton will be meeting with the visually impaired resident to walk through Downend to establish any underlying hazards that may be present.
- 149.8 – Clerk and Cllr Biggin met with Mark Pullin (SGC) and a representative from London & Cambridge Properties to discuss parking control within the Co-op car park. Whilst it was agreed that charges for parking would not be made, a time restriction of 3 hours will be investigated, including the possible allocation of reserved spaces for local businesses. The possibility of L&C buying the SGC owned area of land was also discussed and L&C will further deliberate this with SGC Property Services.
- 149.8 – The Business Plan has been updated, to reflect the concerns raised by D&BH in Bloom.
- 149.10i – D&BH in Bloom have planted the commemorative tree for Graeme Riley.
- 149.17c – The new bus shelter has been installed at Queensholm Drive.

150.9 URGENT ACTIONS

Clerk advised members that she will be moving house at the same time as the next Council meeting is scheduled. After discussions,

RESOLVED not to hold a full Council meeting in February.

AGREED to make the necessary payments and to report these back to Finance & General Purposes at their meeting early in March.

AGREED – Clerk will circulate January’s minutes at the appropriate time to ensure members are kept up-to-date.

150.10 FINANCE & GENERAL PURPOSES

i. Recommendations from Committee meeting held on 12 January, not covered by the agenda

PARISH OFFICE –

- BT will be installing a new telephone line and broadband into the Parish Office on 30 January. The telephone number of D&BH PC remains unaltered.
- The Tenancy at Will for the Parish Office has been signed and returned, along with the £250 surveyor’s fee.
- Clerk and Cllr Burton are producing a sign for the door which will outline the initial opening times of Monday and Wednesday mornings, 9.30am-midday. These times have also been advertised in the next Downend Voice. Cllr Baker suggested looking into external signage.

AGREED – Clerk will contact SGC in the first instance to discuss the possibility of moving this forward.

- Clerk has obtained quotations for new business cards. Banner have quoted £24.50 for 250 cards although the on line companies are far more competitive, ie, £9 with Solopress or £7.99 with Vistaprint.

AGREED to proceed with purchasing business cards from Vistaprint.

- A kettle has been purchased from petty cash, and other refreshments will be obtained for committee meetings etc.
- As Clerk has been thought to be a Library worker on several occasions, F&GP discussed the possibility of wearing a uniform. Clerk has subsequently obtained quotations for a blouse/cardigan, similar to that worn by Yate Town Council, from Alexandra Workwear, Simon Jersey and Ark Trading (who have taken over T-Shirt Printing & More). All prices are very similar. After further investigation of Yate TC, they buy the clothing from M&Co and have the embroidery carried out by Linela Embroidery based in Olveston. Clerk has made further enquiries and Linela charge a one off set up charge of £25 and then £3.50 for each item embroidered. Clerk will also make enquiries of Initially Yours. After discussions and as quotations have already been sought,

AGREED that clerk purchases 4 blouses and a cardigan to be embroidered with the parish name / logo.

- Lone Worker Policy and Health & Safety Policy will be brought to the next Council meeting for ratification.
- Clerk will hold a diary on the office bookshelf which will outline when she is out of the office, in case of need.
- Panic alarm purchased.

NIGHT BUS –

- D&BH PC have been asked if a 76.25% increase would be beyond what the parish council can pay to continue with this service, ie, a rise from £900 to £1,590. If any of the parish/town councils decides

to drop out of the service, it will cease. Following a proposal by Cllr Griffiths, seconded by Cllr Baker, unanimous.

RESOLVED that Downend & Bromley Heath Parish Council will no longer participate in financially supporting service 47A.

Following a proposal by Cllr Ottewell, seconded by Cllr Hunt,

AGREED that any monies left from funding the night bus should be returned to the participating parishes, divided up in the same proportion as payments that have already been made.

D&BH IN BLOOM –

- Clerk has forwarded an updated grant application form to the group to ensure they are aware of the criteria attached to grants up until 2019. A schedule and map has been received showing all planters, baskets, poles etc around the parish and their ownership. Helen Moore (member of In Bloom) has been appointed as the Tree Warden for the parish. SGC have one other Tree Warden in Thornbury. A copy of the NFU Mutual Certificate of Employers' Liability Insurance has been provided covering the group to £5million.
- Members discussed the requirement of a plaque for the tree planted for Graeme Riley. Budget agreed of £245 at full Council in December and the cost of the tree has been received at £95. Whilst F&GP agreed a £50 budget for this, there appears to be plenty remaining from the original figure agreed. Clerk will liaise with Stella Riley and Chris Boulton on the way forward.

LITTER –

- Two new litter bins have been installed by SGC on either side of Badminton Road by the Willy Wicket. **Noted.**

PETTY CASH –

- Due to the purchase of a new kettle, current balance stands at £2.19.

AGREED to authorise £30 to petty cash.

BUSINESS PLAN –

- Date of meeting of the working group arranged for Friday 27 January, 9.30am in the parish office.
- 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 31 December 2016 = £340,620.61.
- iv. **Spending in accordance with Business Plan** – No report.

150.11 Planning Committee

Minutes of the meetings held on 20 December and 3 January were **noted**. It was also **noted** that Cllr Colin Ogden will join the Planning Committee.

Cllr Hunt and Cllr Biggin attended the site visit relating to the Beaufort Hunt, 64 Downend Road (now Duck & Willow). A suggestion has been made to reduce the brightness of the lighting and for it to be turned off at 11pm, which will be further investigated by SGC.

(Cllr Griffiths left the meeting at 8.15pm).

150.12 Working Group Reports

Sports Pitches Working Group – SGC ask that the parish council confirms how it will be progressing with bookings of the sports pitches with effect from April 2017, as if the services are on a ‘buy-back’ arrangement from SGC, an additional member of staff will need to be employed to run this.

Following a meeting held by two members of the group and the Clerk, the following is proposed:-

- PITCH BOOKING FACILITY – SGC quote £15,662.40 to provide technical support for bookings until March 2018. After discussing other options and quotations received, it is proposed to use an on-line facility, ie, SKEDDA, to take this forward with effect from April 2017. This will cost in the region of £500 as a comparison.

Bookings already taken by SGC will need to be logged onto the system. Thereafter there will be a simple on-line registration process, with all payments being met electronically. It is also proposed to continue with the same charges as SGC initially, all as listed on their website. Any clubs with a link to the parish will be given preferential access when initially signing up.

RESOLVED to proceed with setting up on on-line booking system.

AGREED – Clerk and Cllr Burton will liaise and take this forward.

ACTION – Clerk to confirm arrangements with Alyson Breakwell, SGC.

AGREED to advertise the process within Downend Voice when set up.

- ACCESS TO SITE AND KEYS – SGC confirm that the current system uses NSG as a contractor to close all gates for public open spaces. This provision could be bought back or sourced independently. Miles Harris will be providing a cost for this service. SGC hold one master set of keys and there is a further set for the grounds team.

Working group suggest that key safes are placed on the gates to the facilities and on to the pavilions, with a stringent fine for those who do not adhere to arrangements. Codes can be regularly changed.

AGREED to request a deposit up-front from each club/team registered with a key, which can be utilised if a key is mislaid.

- CONTRACTORS TO MAINTAIN SITE – Clerk has asked Gary Meddick for a full costing and specification of the work currently carried out. D&BH PC will seek alternative tenders from CPS Grounds Maintenance, Ambient Landscapes and Prestige Grounds Ltd.

AGREED to obtain quotations on a like-for-like basis, as detailed above.

- PROPOSALS FOR PAVILIONS – Clerk has contacted Dodington Parish Council who recommended Hill Project Management. This business contracted different companies to carry out various aspects of work required for their newly built pavilion. Perhaps a slightly more expensive alternative, but it means that members and the Clerk do not have to be involved with any project management or putting tenders out for work. The company can provide different ideas for the use of internal space and how to best accommodate the needs of all the user groups.

AGREED to identify two or three additional firms and seek quotations for alternative designs.

AGREED to speak to the surveyor who carried out the initial reports to seek recommendations on companies who can be approached.

AGREED to ask the surveyor if they consider a structural survey is required at the Badminton Road pavilion to ensure there are no subsidence issues, in view of the large floor crack.

- COMMUNICATION – It is vital to keep the user groups updated with developments. This can be summarised by email or perhaps an article in a future edition of Downend Voice. **Noted.**

Defibrillator Working Group – No report.

150.13 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.
- **Issues arising from Town & Parish Council Forum** – Attended by Cllr Biggin and Clerk. Various briefings received re. South Glos. Transport to Health Study, Launch of the New Local Plan and an update on Community Led Plans Community Rights. Members also discussed issues encountered with Member Award Funding.

150.14 South Gloucestershire Council

Cllr Hunt informed members of a further meeting on 8 February, 6.30pm at Bromley Heath Infants School for all residents to attend, which will provide an update and further consultation on the proposed works to the viaduct. Any extra funds that can be secured will reduce timescales and it is hopeful to obtain £3.7million to bring the works down from 52 weeks to 22 weeks.

Cllr Hunt outlined how the part night street lighting is to cease. New LED lighting will be dimmed during the night, but will not be switched off.

Cllr Biggin attended a management meeting at Lincombe Barn. The Barn require grant funding for pipework at the site. Cllr Biggin also attended a meeting of the Friends of Lincombe Barn Park & Woods who have confirmed that there are otters in the river.

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

Letter of application received from Sharon Herniman which was circulated to members. Following a unanimous vote,

RESOLVED to appoint Sharon Herniman as member for Bromley Heath West Ward. The Declaration of Acceptance of Office was subsequently signed and acknowledged.

150.16 Correspondence

- Consultation: Safer and Stronger South Gloucestershire Plan – **Noted.**
- Public Consultation: South Glos new Local Plan – **Noted.**
- M4 Junction 18a Link Study – invitation to a briefing session on Thursday 2 February 2pm-3.30pm. To be attended by Cllr Janet Biggin.
- Cllr Ottewell advised that South Glos. Council are proposing to put RTI in the bus shelters by the Willy Wicket. No objection from members.

150.17 Councillors' Concerns – None raised.

Chairman

Date

Meeting closed at 8.45pm.