

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 16 MARCH 2017

**Present:**

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

Officer: Angela Hocking.

Public: Five members of the public and a representative from Downend Voice.

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

**151.2 APOLOGIES** – Received from Cllr Baker and PC Paul Fortune.

**151.3 DECLARATIONS OF INTEREST** – Received from Cllr Sharon Herniman as Chair of the Friends of Bromley Heath Playing Fields (151.10i).

#### **151.4 ITEMS FROM THE PUBLIC**

Residents raised concerns about the planning application ref. PK17/0276/F, relating to 112 North Street, Downend. Cllr Hunt advised that the application is due to be resubmitted as the original description of the application is incorrect. As such, SGC will re-consult all interested parties in due course.

Residents thanked the Parish Council for their hard work in relation to King George V. However, questions were raised about the companies who had tendered for the maintenance contract and what would happen to the playing fields in areas without a Parish Council. Mark King responded to residents from the viewpoint of South Glos. Council. (See 151.10i regarding the maintenance contract).

The Chair of the Community Engagement Forum (CEF) requested that a Parish Councillor is appointed to attend future CEF meetings. Confusion has arisen as Cllr Hunt currently participates as both a parish councillor and South Glos. Councillor.

**AGREED that Cllr Burton will also attend future meetings of the Community Engagement Forum.**

Request was made to set aside a sum in the 2018/19 budgets to clean the Downend war memorial. **Noted.**

#### **151.5 ITEMS FROM THE POLICE**

**including Bromley Heath Neighbourhood Watch (BHNW), Community Trigger & Remedy**

The BHNW has requested that a community trigger is activated due to a rise in anti-social behaviour in the Bromley Heath area. The BHNW feel the number of local incidents well exceeds the necessary threshold and it is hoped the community can work in partnership with the Police to bring about a speedy resolution.

#### **151.6 PRESENTATION BY SOUTH GLOUCESTERSHIRE COUNCIL RE. BROMLEY HEATH VIADUCT WORKS**

South Gloucestershire Council Officers, Mark King and Michael Dixon, provided a presentation on the scheduled works to the Bromley Heath viaduct. The outcome of the bid for an accelerated programme is awaited. Clerk has advertised the public meetings and drop-in sessions taking place over the next couple of months in an attempt to keep parishioners informed and updated.

#### 151.7 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19.01.2017

The minutes of 19 January were circulated to members.

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

#### 151.8 MATTERS ARISING AND ONGOING ISSUES

- Cllr Burton is liaising with the visually impaired resident to walk through Downend and establish any hazards that may be present.
- A plaque for Graeme Riley's tree has been identified for production by Brunel Engraving. The original budget was £245 less the tree at a discounted price of £95, leaves £150 in the agreed budget to proceed. **Noted. Clerk to instigate the order via Brunel Engraving.**
- Clerk has contacted SGC to request signage advertising D&BH PC's new office. SGC advise that the use of signs is strictly limited and as the Council's policy is to reduce all unnecessary street clutter, they do not propose to install any further signs.
- Clerk advised that there are no parish representatives on the Friends of Hillhouse Park and the Friends of Leap Valley at the current time.
- The parish council has always ensured there is an impartial representative on the Library Committee. Sue Poole has taken this role in the past. Membership of the Library Users Group also includes a representative from a Parish Council (currently attended by Cllr Biggin). **Noted & Agreed.**

151.9 URGENT ACTIONS – None reported.

#### 151.10 FINANCE & GENERAL PURPOSES

##### i. Recommendations from Committee meeting held on 2 March

- INTERNAL AUDITOR – Fiona Thornton has agreed to continue with the internal audit function for D&BH PC. Fiona has offered to implement a mid-year audit immediately, with the end of year audit tasks being actioned on a second visit in April.

**AGREED to proceed with a mid-year audit, in addition to the end of year audit in April.**

- BUS SHELTER AT QUEENSHOLM DRIVE – This bus shelter at the end of Queensholm Drive closest to the skatepark has been the subject of vandalism and is now very dilapidated. B&C Shelters have provided a quotation totalling £3,827.50 to install a new shelter and remove the existing.

**AGREED to accept the quotation from B&C Shelters to replace the damaged bus shelter at Queensholm Drive in the sum of £3,827.50.**

- RISK ASSESSMENT – Reviewed and **Noted.**
- ASSET REGISTER – **Noted.** It appears that the bus shelters could be over insured having been index-linked with Zurich over several years.

**AGREED that Cllr Ottewell will implement an audit of all the bus shelters and appropriate insurance cover will be reviewed once finalised.**

- INSURANCE – D&BH PC's insurance is due for renewal at the end of March after a 3 year agreement with Zurich. Quotations have been received from Zurich, Norris & Fisher and Came & Company – this new cover taking into account the additional playing fields and pavilions with effect from

1 April. F&GP have considered all quotes and cover provided and recommend acceptance of Came & Company's quotation on a one year contract totalling £3,000.

**RESOLVED to accept the quotation from Came & Company for a 12 month term, total cost £3,000.**

- **SPRING CLEAN OF BUS SHELTERS AND NOTICE BOARDS** – Tim Webb Window Cleaning will implement the spring clean at the same cost as that in 2016.

**AGREED to carry out the spring clean, at a total cost of £910.**

- **PETTY CASH** – Current balance £11.96. **AGREED to authorise a further £10.**
- **SPORTS PITCHES:**  
**On-line booking system** - Three companies have been approached to provide an on-line facility, as agreed at full Council in January - Skedda, OpenPlay and DigiTickets. All members of the Council have been provided with information on these companies and Cllr Burton and Clerk have discussed the most suitable way forward.

**NOTED AND AGREED that the quotation from OpenPlay is accepted at £240 per month (12 month contract) to provide an on-line booking service. 10% discount to be applied for an annual payment.**

**AGREED to use the Lloyds instant access Business Banking account for all transactions in relation to the sports pitches.**

- **Hire Forms** – Forms currently used by SGC have been used as a template for D&BH PC, and subsequently passed to OpenPlay for setting up the on-line facility. **Noted and Agreed.**
- **Schedule of charges** – F&GP propose that these should remain as that currently being charged by SGC. Again, in view of timescales, this information has been sent to OpenPlay. **Noted and Agreed.**
- **Appointment of Solicitor** - Cllr Burton and Clerk have met with legal representatives from SGC. D&BH PC will be required to provide details of a solicitor in order to proceed with the Lease/Licences. Last June, Clerk made enquiries for legal services from Thrings, Lyons Davidson and Bartons. Quotations received varied due to the very sparse information that had been received at that time from SGC.

**AGREED to appoint Thrings to act on behalf of D&BH PC.**

- **Maintenance of facilities** - In addition to South Gloucestershire Council, CPS Grounds, Ambience Landscapes and Prestige Grounds Ltd have been asked to provide costs. The following have been received:-

- South Gloucestershire Council	£30,979.30
- Ambience Landscapes	£25,760.00
- Prestige Grounds Ltd	£16,450.00

F&GP discussed the quotations in detail. Prestige Grounds are recommended by Cleve RFC, Wickwar Parish Council and Yate Outdoor Sports Complex. After discussions, and unanimous vote,

**RESOLVED to appoint Prestige Grounds to implement all the maintenance of the sports pitches with effect from 1 April 2017.**

Clerk confirmed that the cost includes marking out of pitches and they are happy to provide a mobile telephone number for inclusion on any documentation relating to match cancellations etc.

- **Pre-inspection of pitches** – Prestige Grounds highlight that they provide all type of renovations and maintenance, for example aeration, fertilising, overseeing and goal mouth renovations. They like to build a good working relationship and be in regular contact regarding the sites. They will inform the Council most weeks on the condition of the pitches and if they feel that matches should be called off due to their condition or the predicted weather forecast.
- **Security of playing fields / locking and unlocking of gates** - The National Security Group (NSG) currently manage the contract via South Gloucestershire Council to open and close the gates at King George V, Badminton Road and Bromley Heath Playing Fields. The quotation received to unlock and lock the gates per day, per location, including weekends and bank holidays has been costed at £6.50, ie, £19.50 per day for all three sites. This equates to £7,117.50 per annum.

**AGREED to proceed with the quotation from NSG Group on a 12 month contract.**

- **Design** – At present, only Huthwaite Freston Wright (HFW) have been approached due to the potential fee involved of £900 plus VAT for sketch schemes and budget costings. HFW carried out the original surveys of the pavilions in 2016. Clerk has provided the company with guidelines from the Sport England website and Government website for Health & Safety. HFW have confirmed that if they are appointed to carry out the overall design and project management of the project, then they charge a flat fixed fee for the whole project and deduct from that the previous fee charged for the initial feasibility work.

**AGREED to appoint HFW to implement sketch schemes for the sites, at a cost of £900.**

- **Handover from SGC** - Having spoken to SGC, there will be a need for a formal handover, probably two weeks prior to 1 April. At this time, details can be provided of existing bookings etc. Clerk suggested that she attends this meeting with another member of the Council in order that others are aware of what is involved.

**AGREED that Clerk and Cllr Burton will attend SGC council offices for the formal handover.**

- **Funding** – There have been many funding opportunities circulated.

**AGREED – Councillor Burton will formulate a list of funding opportunities for consideration and action by either the Parish Council, Friends Groups or users of the facilities.**

Discussions were subsequently held regarding the monitoring of the crack in the floor of the pavilion at King George V. After much debate,

**AGREED to make a decision on the way forward, once further reports have been received.**

In order to keep all the user groups updated,

**AGREED to send a draft copy of these minutes to all groups on the database.**

- ii. **Payment of accounts** – Members viewed the accounts for payment and **AGREED that all payments, as listed, should be met for both February and March.**
- iii. **Spend to date against budgets and account balances** – Members viewed the up-to-date budgets available. Current balances of all accounts as at 28 February 2017 = £315,781.59.

iv. **Spending in accordance with Business Plan** – No report.

**Re. Community Infrastructure Levy**, Clerk conveyed that she has completed a report to SGC detailing the spending of CIL funds collected in 2015/16. In addition details of the CIL payments that will be passed to D&BHPC in April 2017 totalling **£11,532.90** have been received as follows:

Planning Reference	Site Name	Total Received in 2015/16	15% Parish Share
PK16/1033/F	46 Fouracre Road	£7,504.00	<b>£1,125.60</b>
PK15/1621/F	Badminton Road Methodist Church	£53,533.00	<b>£8,029.95</b>
PK16/0278/F	The Russett	£15,849.00	<b>£2,377.35</b>

The Parish Council must agree to:

1. Spend the CIL receipt on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that development places on it.
2. Spend all CIL funds within 5 years of receipt or return them to SGC when requested to do so.
3. Complete the annual report provided by SGC on CIL receipts, spending, unspent, etc. during the financial year 2017/18 and return to SGC by 30<sup>th</sup> September 2018.
4. Publish the details of the report on our website and within the Parish.

**AGREED to the constraints for the spending of CIL, all as detailed.**

#### **151.11 Planning Committee**

Cllr Poole updated members on recent applications that have gone through the Planning Committee. Two residents have visited the Clerk raising concerns at how dangerous it is to cross Westerleigh Road between Sainsburys and the Horseshoe in Downend village. Planning Committee share these concerns and suggest that SGC carry out a survey with a view to installing a crossing in this area.

#### **151.12 Working Group Reports**

**Sports Pitches Working Group** – See 151.10i.

**Defibrillator Working Group** – No report.

#### **151.13 Review Working Group Matters and New Issues**

- **Matters to refer to Working Groups or change in objectives** – Clerk advised that she had received a visit from David Addis, resident of Long Ashton. Mr Addis' wife used to be the Parish Clerk at Long Ashton. He had brought to the office a 'No Household Waste' plate that can be used to restrict rubbish in litter bins. Clerk showed the example to members. North Somerset Council are trialling the restrictors which cost approximately £20 per bin to produce.

**AGREED to review progress with North Somerset Council before making a decision.**

- **Other matters to be added to Working Groups** – None.
- **Matters from Community Engagement Forum** – The main matters discussed at the forum were the works to the viaduct and anti-social behaviour.
- **Matters from Neighbourhood Planning briefing** – Cllr Biggin has information from the briefing that can be circulated to members if required.

- **Representation at local events** – Heathfest is being held on Saturday 1<sup>st</sup> July and C in the Park on Sunday 2<sup>nd</sup> July. Cllr Biggin, Cllr Herniman, Cllr Sood, Cllr Poole, Cllr Ogden and Cllr Griffiths all expressed an interest in representing D&BH PC at these events.

#### 151.14 South Gloucestershire Council

Cllr Hunt advised that the main focus at present relates to the viaduct works and the events running locally to advise parishioners of what will be happening. Members are asked to consider any options to put forward in an attempt to cause as minimal congestion as possible for the duration of the work. Future events are as follows:

- Bromley Heath Infant School: Saturday, March 18<sup>th</sup> (10am – 12 noon)
- Frenchay Village Hall: Wednesday, March 22<sup>nd</sup> (7-9pm)
- Downend Library: Saturday, March 25<sup>th</sup> (10am – 12 noon)

#### 151.15 Proposals:

151.15.1 TO ACCEPT AND ADOPT A LONE WORKING POLICY – Draft as agreed by F&GP was circulated to members for approval.

151.15.2 TO ACCEPT AND ADOPT A HEALTH & SAFETY POLICY – Draft as agreed by F&GP was circulated to members for approval.

151.15.3 BUSINESS PLAN (REVISED AND UPDATED VERSION 2) – Clerk circulated the revised version.

Following a proposal by Cllr Biggin, seconded by Cllr Hunt, unanimous,

**RESOLVED to accept the Lone Working Policy, Health & Safety Policy and Business Plan.**

#### 151.16 Annual Assembly – format for the evening

As in previous years, the Chairs of all committees/working groups were asked to provide a bullet-point report to be presented on the evening, and for incorporation within the minutes.

#### 151.17 Correspondence

Clerk signposted members to a folder of general correspondence, for information. In addition, an update has been received from D&BH in Bloom. The group has reached agreement with two sponsors over the purchase of artwork on the High Street roundabout (Unfurl – Jenny Pickford). The artwork has been reserved and In Bloom have obtained verbal agreement for a street licence with formal agreement to follow. It is anticipated the artwork will be in place by mid-summer. **Noted.**

#### 151.18 Councillors' Concerns

- Cllr Herniman reiterated the problems with anti-social behaviour around Bromley Heath.
- Cllr Herniman also raised concerns about the flooring in the toddler park, Bromley Heath. She is liaising with Gail Lambert at South Glos Council and the next Friends meeting is set for 30 March.
- Cllr Ogden explained that both entrances to Bromley Heath Playing Fields are exceptionally muddy, in addition to the entrance of the childrens play area.

**ACTION – Clerk to report to SGC.**

- Cllr Ogden reported that vehicles are not adhering to the 20mph speed limit outside the Bromley Heath Schools.

**AGREED – Clerk will contact Jeremy Harris to request speedvisors in both directions along Quakers Road.**

Chairman

Date