

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 20 APRIL 2017

Present:

Members: Councillors Mike Baker, Ben Burton (Chair), James Griffiths, Sharon Herniman, Kathy Morris, Colin Ogden and Raj Sood.

Officer: Angela Hocking.

Public: 3 members of the public.

Police: PC James Rochford and Chief Constable Andy Marsh.

Press: Representative from Downend Voice.

152.1 WELCOME - Councillor Burton took the Chair and welcomed members.

152.2 APOLOGIES – Received from Cllr Janet Biggin, Cllr Jon Hunt, Cllr Sheila Ottewell and Cllr Martyn Poole.

152.3 DECLARATIONS OF INTEREST – None received.

152.4 ITEMS FROM THE PUBLIC – Members of the public introduced themselves. Philip Abbott and John Crew raised concerns that the gates to Bromley Heath Playing Fields are now opened on a daily basis.

152.5 PRESENTATION BY CHIEF CONSTABLE ANDY MARSH, AVON & SOMERSET CONSTABULARY

PC James Rochford explained the current anti-social behaviour problems in the parish, which have been the worst experienced in this area for a number of years. PC Rochford confirmed that various individuals have been identified and the Police are working with the South Glos Anti-Social Behaviour Unit on intervention programmes, whilst implementing Acceptable Behaviour Contracts. Dispersal Notices have proved effective.

Chief Constable Andy Marsh subsequently addressed the Council and outlined how policing has changed over the years, and the ongoing challenges being encountered.

In relation to the sports pitches and playing fields, Cllr Burton asked PC Rochford about potential security issues, if the gates to the playing fields were open on a daily basis rather than just on match days. PC Rochford did not feel this would have an impact on anti-social behaviour. However, it was suggested to confer with PC Rochford in relation to the pavilion security, before final designs are identified.

Members of the Police have been issued with bicycles to patrol the region.

152.6 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16.03.2017

RESOLVED that the Minutes of the Council meeting held on 16 March 2017 be approved and signed as a true and accurate record.

152.7 MATTERS ARISING AND ONGOING ISSUES

151.8 – Plaque for Graeme Riley's tree has been dispatched and should be received early next week.

151.10 – Replacement bus shelter has been installed satisfactorily.

151.11 – Clerk has asked SGC to visit and investigate the uncontrolled pedestrian crossing point across Westerleigh Road outside the Horseshoe pub. Following a report from Martin Woodhouse, it appears that

SGC's record of injury accidents shows that there has been nothing recorded at this junction in the last three years and, whilst this is no reason to be complacent, it does make it difficult to justify diverting funds away from sites where injury accidents regularly occur. As such, Mr Woodhouse is unable to recommend any measures on Westerleigh Road at the present time. However, the accident record will continue to be monitored. **Noted.**

ACTION – Clerk to contact the resident who raised this issue initially.

151.18 – The condition of the entrance to Bromley Heath Park has been investigated by SGC.

151.18 – Clerk has contacted SGC regarding the installation of speedvisors.

Downend Litter Busters have met and agreed their 'picks' for 2017. Clerk is arranging to obtain replacement pickers, gloves etc, from SGC and Cllr Griffiths is advertising the picks via Facebook in an attempt to encourage additional participants.

152.8 URGENT ACTIONS

Two bus shelters have been damaged, for which Clerk has arranged the necessary repairs. In addition, the Badminton Road pavilion has been broken into. Clerk has arranged for the window to be boarded up and made safe, and subsequently agreed to repairs to the upvc windows which require new hinges and a lock (as detailed in payment of accounts 152.9iii). **Noted.** A leak to the roof in the boiler area has also been investigated by the South Glos Handyman Service and the necessary repairs carried out. **Noted.**

SGC inspected the skatepark on 13 April when it was found that a bonfire had been lit and damaged the surface of the equipment. A temporary repair was carried out for the Easter weekend. Further fire damage occurred over the Easter break involving a litter bin, and an additional fire on 20 April. **Noted.** Members considered that these arson attacks need not be reported to the Police, although the Beat Manager is aware.

152.9 FINANCE & GENERAL PURPOSES

- i. **Internal Audit Report** – The statement of internal audit testing undertaken by Fiona Thornton was circulated to members and a note of thanks was made to the Clerk.

RESOLVED to accept the Internal Auditor's report.

- ii. **Approval of Annual Governance Statement** – In accordance with the requirements of the External Auditor, Grant Thornton, D&BH PC considered and responded 'Yes' to Assertions 1-8 of the Annual Governance Statement.

RESOLVED to submit the completed Annual Governance Statement to the External Auditors, which was subsequently signed by the Chair and Clerk.

- iii. **Payment of Accounts** – Members had been circulated with a copy of all payments to be made.

AGREED to authorise the payments, all as detailed.

In addition, Clerk explained that membership renewal for CVS South Gloucestershire had been received which, if the Parish Council renews, will be £100 for the year.

AGREED to renew the subscription to CVS.

- iv. **Spend to date against budgets and account balances** – The budget report was **noted.** Balance of all accounts as at close of business on 31 March 2017 amounts to £302,892.52.

- v. **Spending in accordance with Business Plan** – no report.
- vi. **Recommendations from Committee meeting held on 6 April** – After circulation of the draft minutes, the following matters were considered by members.
 - **Intermediate Review** – Grant Thornton has requested information in support of D&BH PC’s response to assertion 8 of the Annual Governance Statement. Members were asked to consider if any events that occurred during the financial year (or after year-end) have consequences, or potential consequences, on the authority’s finances. **Noted. Clerk to action.**
 - **Stopped cheque** – to the Royal British Legion. **Noted.**
 - **Community Infrastructure Levy** - Martin Woodhouse, Assistant Engineer, Traffic Management at SGC has contacted the Clerk to make D&BH PC aware of a scheme on their Local Transport Priority List which could potentially be delivered using the CIL funding if the Parish Council were in agreement. The scheme is TC40, Croomes Hill, Downend – waiting restrictions at junction with the double mini-roundabout, cost £11,200. D&BH PC has recently been made aware of CIL funding received in 2016/17 totalling £11,532.90, which would cover the expenses as detailed in the project. Alternatively, SGC suggest a number of sites on their records that have been identified for mobility drop kerbs to improve local access. The delivery cost of this type of improvement is approximately £3,000 per pair of dropped kerbs.

AGREED – Clerk to respond to Martin Woodhouse stating that D&BH PC will make a decision in due course as to how the CIL funds may be spent.

AGREED that Clerk will circulate the criteria for the spending of CIL funds. Matter to be placed on the agenda for May’s Council meeting when a working group can be formed to explore options.

- **Parish Clerk pay scales** – As Clerk is now on the top of her pay scale which was benchmarked back in 2003, F&GP recommend that ALCA is approached to provide an updated benchmark for this Parish Council, which uses the standard salary scale estimate, but also looks at how D&BH PC compares against its peer councils in terms of hours and staff resource in general.

AGREED to proceed with updating the benchmark for Downend & Bromley Heath Parish Council.

- **Grant applications** – Members were provided with a list of applications received and the recommendations from Finance & General Purposes Committee.

AGREED as follows:-

Jessie May Trust Ltd (S137)	£500
St Peter’s Hospice (S137)	No donation
South Gloucestershire Citizens Advice (S137)	£500
Lincombe Barn Camera Club	£250
C in the Park	£300
Downend School re. Bee Smart	No donation. (Suggest contact made with DBC and to reapply once the project has started).
Parish Hall Committee, Christ Church, Downend	No donation

- **Seat at King George V Playing Fields** – Clerk has applied for Landlord’s consent from SGC to the installation of a seat, which can be ordered by D&BHPC as the Friends Group are willing to make a donation for the full costs involved. **AGREED, subject to ratification by the Internal Auditor.**
- **Petty Cash** – **AGREED to authorise an additional £15.**
- **Donation** received from Stella Riley for £100 towards the next defibrillator which will be purchased by the Parish Council.

- **Lincombe Barn Notice Board** – repairs implemented by Man and His Tools, costing £24.26. **Noted.**
- **Bench in Community Garden** – Kate Conner is liaising with First Bus, who have agreed to cover the costs of the installation of a seat in the garden. In Bloom will seek permission directly from SGC.

Cllr James Griffiths asked to join the Finance & General Purposes Committee which was **AGREED**.

Cllr Raj Sood will also attend meetings when possible, or to support if inadequate representation.

152.10 PLANNING COMMITTEE

Members had been circulated with the responses to all applications in advance of the meeting, which were **noted**. Further discussions held as to the parameters under which the Planning Committee can act in the discharge of planning functions.

152.11 WORKING GROUP REPORTS

Sports Pitches Working Group – In summary,

- D&BH PC took over the sports pitches from 1 April 2017. Tenancy at Will has been signed.
- The drainage issue at King George V is ongoing. SGC has agreed to resolve this and such a commitment will be contained within the legal documentation.
- On-line booking is up and running. User groups will be directed to bookings via the Parish Council website. They can access a specific site/pitch and see what is available. The procedure is that they then make a request and complete the necessary forms. Once received, Clerk can then go through all the bookings to ensure there is no overlap. The bookings can be subsequently approved and allocated, with the user groups making payment electronically.
- It appears that most user groups already have keys to the pavilions. This needs to be further discussed, possibly to ask groups for a deposit for the keys they hold. In addition, additional users will be using the facilities, ie, Downed Cricket Club, who do not currently hold keys.
AGREED – Clerk will arrange to have additional keys cut. Further discussions at May Council meeting.
- In view of the matters raised under Urgent Actions (152.8 refers), it is suggested that emergency arrangements are put in place for incidents out of hours. An emergency email address can be set up, ie, emergency@.
AGREED that Clerk will obtain quotations from local plumbers, electricians, locksmith, property maintenance companies who could provide an emergency 24 hour call out.
- NSG Security have been opening the car park gates at all sites at 6am, closing at 9pm. Clerk has posted temporary signage on the entrances to the parks stating the opening and closing times with the 24 hour contact number. However, concerns have been raised by residents adjacent to Bromley Heath Park. Also concerns raised by Mary Lewis from the Friends Group about the Sutherland Avenue entrance which could prove vulnerable in view of the 10ft fence missing between the pedestrian entrance and the hedge. After discussions,
AGREED to ask the National Security Group (NSG) to follow the same opening/closing procedures as before, under the SGC contract. This will mean King George V is open at 6am daily, closed at 9pm. The Sutherland Avenue entrance and Bromley Heath will be opened by the user groups on match days.

Defibrillator Working Group – No report.

152.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

Issues to note following meeting of Friends of Bromley Heath Park – Cllr Herniman confirmed that a piece is missing from the table tennis table which requires repair.

AGREED – Clerk to contact Chris Belcher to obtain a quotation for the repairs. Cllr Ogden suggested that a stainless steel cap is placed along the top of the net.

SGC have cleared some of the outstanding tasks, not only at Bromley Heath, but in other play areas in the parish. With regards to the surfacing at Bromley Heath playing fields, one of the companies bidding for the tender has suggested including a base layer of stone to reduce the likelihood of the dips appearing again. As a result of this, the other companies have been given the opportunity to amend their quotes to include the same type of base. The order will be placed as soon as revised quotes are received. In addition, 16 bushes have been replaced on the swings, two platforms on the older senior multi-play unit and repairs carried out to the mechanism on the blue stand-on rocker. Future consultations in relation to the Park can be cascaded via Downend Voice.

Electoral Review of South Gloucestershire: Warding Arrangements – The Local Government Boundary Commission for England has formally commenced an electoral review of South Gloucestershire Council. The full details were circulated to members. The consultation will close on 5 June 2017.

AGREED to review and make any representations following discussion at full Council in May.

152.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Kathy Morris advised of new governance arrangements being introduced by SGC to revert back to the Cabinet System.

152.14 PROPOSALS

Finance & General Purposes Committee propose that signage, similar to the newly installed Welcome to Downend Signs, is installed at Bromley Heath, Badminton Road and King George V Parks. The signs will have the Parish Council logo/name outlining our ownership. Signs should also include opening and closing times of the gates, together with contact information of the security company.

Matter deferred until the matter of opening/closing the gates is resolved.

152.15 ANNUAL ASSEMBLY

The Annual Assembly will be held at the Church of Latter Day Saints on Thursday 27 April. Doors will be open from 6.15pm, with the event commencing at 7pm.

152.16 CORRESPONDENCE

Correspondence was brought to the meeting, for information.

152.17 COUNCILLORS CONCERNS

Cllr Ogden once again reported speeding traffic along Quakers Road.

AGREED – Cllr Ogden will liaise with Cllr Morris on this matter.

Cllr Morris suggested having April's Council meeting prior to the Annual Assembly, on the same evening, in the future.

AGREED to further discuss at May's Council meeting.

Chairman

Meeting closed at 9.17pm.

Date