

DOWNEND & BROMLEY HEATH PARISH COUNCIL

**MINUTES OF ANNUAL MEETING HELD AT
DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL
THURSDAY 18 MAY 2017**

Present:

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

Officer: Angela Hocking.

Public: One member of the public.

ANNUAL BUSINESS

153.1 TO ELECT THE CHAIRMAN OF DOWNEND & BROMLEY HEATH PARISH COUNCIL FOR 2017/18

Clerk advised that she had received two written requests for a signed ballot for the voting of both Chair and Vice Chair, in accordance with Standing Orders no. 18.

Clerk confirmed that she had received two written nominations for Cllr Ben Burton to be Chair. Following a unanimous vote,

RESOLVED: Cllr Ben Burton will serve as Chairman of Downend & Bromley Heath Parish Council for 2017/18.

153.2 TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Following acceptance and acknowledgement to members, Cllr Burton subsequently read and signed the Declaration of Acceptance of Office.

153.3 TO ELECT VICE CHAIRMAN FOR 2017/2018

Cllr Janet Biggin and Cllr James Griffiths were nominated. Following a vote,

RESOLVED: Cllr James Griffiths is duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2017/18.

153.4 TO RECEIVE APOLOGIES FOR ABSENCE

Received from Cllr Sharon Herniman.

153.5 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Cllr Ben Burton declared an interest in item 153.14i re payment to Lock Stuck and Barrels.

Clerk asked members to check that their Register of Interests were up-to-date, which can be accessed via the Parish Council's website, or hard copies are held by the Clerk in the Parish Office. Clerk also reiterated that up-to-date copies of Standing Orders and the Code of Conduct were available to view via the parish website although hard copies were provided to all members upon joining the Council.

153.6 TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

Members were appointed to committees and outside bodies, as detailed in Appendix 1.

Cllr Baker requested a review of the format and number of members of the Finance & General Purposes Committee.

AGREED to be reviewed at the next meeting of the Finance & General Purposes Committee, subsequently reporting back to full Council thereafter.

153.7 TO RECEIVE INTERNAL AUDITOR'S REPORT FOR YEAR END

A copy of the report submitted by Fiona Thornton, Internal Auditor, was examined by all members.

RESOLVED to accept the audit report, as detailed.

153.8 TO RECEIVE YEAR END FINANCIAL STATEMENTS FOR 2016/17 AND DOCUMENTATION FOR APPROVAL OF THE ANNUAL RETURN 2016/2017

The year-end accounts and documentation for submission to Grant Thornton, External Auditors, were presented to members.

RESOLVED that the accounts and Section 2 of the Annual Return is accepted.

Clerk confirmed that the Notices for the Exercise of Electors Rights would be displayed on the parish website. Documentation signed by Chair and Clerk.

NORMAL BUSINESS

Members considered that due to the purdah period associated with the general election, some matters on this agenda should not be debated (Local Government Act 1986, S6 refers).

153.9 ITEMS FROM THE PUBLIC

Resident addressed Council regarding motorists apparently driving at excessive speed on Park Road. He expressed concern at the lack of signage along Park Road indicating the speed limit. In addition, the road markings have faded considerably and the situation is compounded by the number of cars parked on either side of the road. Resident requested that an assessment is carried out and traffic calming measures implemented. Resident will contact Cllr Hunt with a view to progressing this matter.

AGREED that any recommendations for traffic calming would carry the Parish Council's support.

153.10 ITEMS FROM THE POLICE – No report.

153.11 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20.04.2017

RESOLVED that the Minutes of the Council meeting held on 20 April 2017 be approved and signed as a true and accurate record.

153.12 MATTERS ARISING AND ONGOING ISSUES

Page 3 – Following confirmation from the Internal Auditor in relation to VAT, the seat for King George V Playing Fields has been ordered. The seat will be the asset of the Parish Council. Donation received from the Friends Group amounting to £701.69. **Noted.**

Page 5 – The table tennis table at Bromley Heath Park has been successfully repaired by Chris Belcher.

Page 5 – Order has been placed by SGC for the new surfacing at Bromley Heath play area. It is hoped to be completed before Heathfest on 1 July.

Page 5 – Annual Assembly - On behalf of Downend Saints, Dave Guyatt wishes to formally place on record his thanks for the Parish Councils endeavours to date, including the set up on the online booking system. The group reiterate their willingness to help support the ambitions to improve the playing fields and the school facilities, which will ultimately benefit existing young people and help encourage new participation in sports within the local community. **Noted.**

Page 5 – Cllr Morris and Cllr Ogden have secured facilities to monitor the speed of vehicles at Quakers Road.

153.13 URGENT ACTIONS

Clerk has had to authorise repairs to a lock at the Badminton Road pavilion as one of the users got a key stuck. Total cost of repairs £221 + VAT. **Noted and Agreed.**

153.14 FINANCE & GENERAL PURPOSES

- i. **Payment of accounts** – Received and noted by members.

RESOLVED that accounts for payment as shown in Appendix 2 be approved.

- ii. **Spend to date against budgets and account balances** – Budget report **noted**. Balance of all accounts at close of business on 30 April 2017 = £456,343.46. This figure includes the first half of the precept, LCTS grant and CIL monies. Since this time, HMRC have also sent the VAT repayment for 2016/17 totalling £9,673.51.
- iii. **Spending in accordance with Business Plan** – a meeting is to be held with the members of the working group. It is hoped at that time to update the business plan incorporating the total spend in 2016/17 against the budgets provided.
- iv. **Recommendations from Committee meeting held on 11 May 2017**

The following matters were discussed by F&GP at their meeting on 11 May:

- COMMUNITY INFRASTRUCTURE LEVY – An additional £2,215.95 has been received from SGC in relation to 253 Badminton Road. Total for 2016/17 received now amounts to £13,748.85.
- DEFIBRILLATOR has been checked over and is now working satisfactorily.
- THE GOOD COUNCILLORS GUIDE has been electronically circulated to all members, which includes minor changes to the 2016 version.

AGREED to order two hard copies of this publication.

153.15 PLANNING COMMITTEE

Reports circulated were **noted** by members.

153.16 WORKING GROUP REPORTS

Sports Pitches Working Group (see 153.19 below)

Defibrillator Working Group – It is suggested that the manager of the old convenience store at Cleeve Wood shops has been instrumental in fundraising for a new defibrillator.

AGREED – Clerk will make enquiries of the shop keepers in an attempt to obtain contact details and additional information.

AGREED that the Defibrillator Working Group will arrange a meeting to create a map of potential sites for new defibrillators going forward.

AGREED to install the next defibrillator at Quakers Road, followed by an additional one at Cleeve Wood.

153.17 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing**
Formation of working group re. potential projects following receipt of CIL funds – In view of the amount of funding available for the Parish Council to spend on the provision, improvement replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that developments places on it, it is considered that a working group is formed to report back to the Finance & General Purposes Committee in the first instance.

AGREED that all members should consider possible options for projects to utilise the funds amounting to £13,748.85.

It was suggested to consult with the public via Downend Voice on projects for consideration.

- ii. **Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk** – No report.
- iii. **Electoral Review of South Gloucestershire: Warding Arrangements** – The Local Government Boundary Commission are seeking views on warding arrangements. Members were encouraged to make individual responses.
- iv. **Meeting of Business Plan Working Group** –

AGREED – Cllr Burton will circulate an agenda for the next Business Plan meeting which will incorporate options for consideration of the CIL monies received.

153.18 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Hunt confirmed that the start date for the viaduct works is 23 July and the contraflow will be active from 8am that morning. A resolution on funding is yet to be confirmed but a late decision will not impact on the accelerated works. A new consultation on the traffic plan will be accessible shortly.

Cllr Morris confirmed the change of governance at SGC from a Committee to Cabinet system.

153.19 PROPOSALS

- i. **Proposal to combine the Annual Assembly and Full Council Meeting (April 2018) into one evening meeting** – As discussed at full Council in April, consideration was given to combine the two meetings in 2018. Venue for the evening suggested as Badminton Road Methodist Church. Start of the Council meeting schedule for 6.30pm followed by the Annual Assembly at 7.30pm.

RESOLVED to hold the April Council meeting and Annual Assembly on the same evening.

ACTION – Clerk to contact Badminton Road Methodist Church. Final date to be confirmed once the venue is secured.

- ii. **Proposal to resolve various matters in relation to the sports pitches at King George V, Badminton Road and Bromley Heath (report by Cllr Burton)**

All members received a copy of a report from Cllr Burton.

RESOLVED:

1. **Deposit - To receive a deposit of £150 from each user group that has been given a key. This will be kept as security for losing the key or for other damage or breach of rules associated with using the playing fields or pavilions. Cheques will be cashed and deposits returned upon request by the user, once confirmed that no monies are owed.**
2. **Opening hours – the only car park that will be opened and closed on a daily basis is King George V. All others will remain locked unless opened by visiting sports teams. This will be reviewed as part of the long term proposals for both venues. This will also give the opportunity for full consultation with residents.**
3. **Signage – The Clerk is authorised to purchase signs for Badminton Road, King George V and Bromley Heath Park. The first sign for each entrance will be D&BH PC ‘Welcome to the [name of park]’ sign to demonstrate that the Parish Council is now responsible for the upkeep and running. A second sign will also be placed at the car parks to clearly show opening and closing times. Approximate cost £500, excluding installation.**

NOTED that Landlords consent has been received, subject to the condition that the signs are no larger than 0.3 square metres, otherwise Advertising Consent will be required.

4. **Equipment – To purchase 5 lockable toilet roll holders for the pavilion changing rooms to prevent toilet tissue being taken or causing a mess (as requested by Prestige Grounds). These can be installed by Man and His Tools. SGC Property Services have provided Landlords consent to this installation. To purchase from Yate Supplies.**
5. **Equipment – To confirm the Clerk’s purchase of a hose for use by Prestige Grounds Maintenance as part of their contract.**
6. **Emergency – To set up an email address ‘emergency@dbhparishcouncil.co.uk’ that will automatically sent a copy of the email to the Clerk, Chairman and Vice Chairman. This can be used by residents in emergencies to notify of problems at any of the facilities and will also ensure that messages are sent through to other people rather than just the Clerk.**
7. **Emergency – Chairman and Vice Chairman to be given authority to spend up to £500 + VAT in emergencies to mitigate further damage or to secure premises that D&BH PC is responsible for.**

Standing Orders and Financial Regulations will require alteration.

8. **Open Play – Chair and Vice Chair, in addition to the Clerk, will have access to both Open Play and Stripe websites to ensure financial compliance and disaster recovery procedures.**
9. **Keys – Clerk to prepare a list of key holders for the pavilions and park and to create a list of contact details for emergency call outs (ie, Prestige Grounds Maintenance and South Gloucestershire Handyman Service).**

In addition, Clerk brought forward the following matters in relation to the sports pitches/pavilions:-

PAVILIONS - Clerk advised that there had been several issues regarding how the pavilions had been left after the first weekend of cricket matches. Meetings have taken place with the user groups and it is hoped that these problems have now been resolved. However, it is essential that the Parish Council purchases a new metal cabinet to house all the necessary cleaning equipment. SGC have provided Landlords consent. Clerk has researched cabinets on-line which all seem to be in the region of £350, dependent upon the size required.

AGREED in principle to purchase a metal cabinet for the pavilion at Badminton Road, as detailed. Clerk will liaise with Cllr Poole to take matters forward.

PRESTIGE GROUNDS have purchased the necessary mops, brushes, bucket, black bags, detergents etc, the cost of which will be added on to their next invoice. Also, it appears that SGC did not provide the full specification for the cricket wickets at Badminton Road and the number of bins that require emptying at Bromley Heath. Clerk has advised Prestige to prepare the cricket wickets as necessary, with D&BH PC bearing the additional costs. In regard to the bins, an additional charge of £15 per month is suggested.

RESOLVED that all the above matters are accepted, as detailed.

DECISIONS as to whether the grounds are fit to play on has been highlighted to the Parish Council. F&GP consider that this should be determined by individual teams and included in the Hire Regulations, which already require updating.

AGREED – Clerk will update the Hire Regulations which will be reviewed at the next meeting of Finance & General Purposes.

INVOICING - SGC would normally raise invoices in May and September for both sports, and ad hoc as required for one-off bookings. Clerk asked members how D&BH PC consider this should be taken forward.

AGREED to be discussed by the Sports Pitches Working Group.

DOWNEND ROUND TABLE are meeting with Clerk and other members of the Parish Council at the Badminton Road pavilion at 9am on 8 June, to explain more about the fireworks event and how they can work with D&BH PC moving forwards.

Cllr Hunt suggested that the wickets could be fenced off during the week to prevent them being used.

AGREED – Clerk will raise this with Prestige Grounds.

FUNFAIR - An application for a Funfair has been received, although F&GP considered that it is too early to host such an event at this time. **AGREED.**

AGREED that F&GP will review the whole situation again in September, ie, as to whether to engage additional staff or a management company.

UTILITIES – West Mercia Energy are happy to manage electricity procurement for both pavilions. **Noted.**

THIRINGS, SOLICITORS, advise that the report on title is close to being finalised. It is hoped that this will be ready for circulation in time for June's Parish Council meeting.

NOTED. ACTION – Clerk will add this to the agenda for full Council in June.

HUTHWAITE FRESTON WRIGHT have now provided sketch scheme proposals for both pavilions together with budget costings, and their invoice has been submitted for payment. These will be further discussed at the next meeting of the Sports Pitches Working Group (SPWG) in the first instance.

AGREED – Cllr Burton will circulate dates for the next meeting of the SPWG.

153.20 OVERVIEW OF ANNUAL ASSEMBLY 2017

The venue for the Annual Assembly was considered excellent. Cllr Baker subsequently requested that the publicising of the event should be reviewed. The format of the evening could also be revised.

AGREED to further discuss the format and publicity for the Annual Assembly early in 2018.

153.21 CORRESPONDENCE

The consultation on preserving the free use of public parks was not discussed.

153.22 COUNCILLORS CONCERNS

Councillor Ogden advised that the no. 18 bus is not running on Sundays and the night service has stopped. It was **noted** that bus subsidies have now been taken over by the West of England Mayor.

Councillor Baker requested that signage is looked into for the Parish Office, ie, a sign on the outside of the building and another on the door to the parish office.

AGREED – Cllr Baker to provide a paper for approval, liaising with the Clerk on costs etc.

Councillor Griffiths advised that he had noticed some slabs had fallen from a roof above the fabric shop in Downend where construction work is currently ongoing.

Councillor Biggin asked members if someone would like to take the notice boards to the Lincombe Barn Spring Fair on Saturday 20 May, 10am-3pm. Cllr Biggin also attended an Otter talk at the Barn.

For information, Cllr Biggin advised that a final meeting of the Community Plan group is to be arranged.

Councillor Sood raised the matter of road sweepers cleaning Badminton Road, and how they are unsuitable for clearing the middle of the road.

Chairman

Date

Meeting closed at 8.12 pm.