

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 15 JUNE 2017

#### **Present:**

Members: Councillors Janet Biggin, James Griffiths, Jon Hunt, Sharon Herniman, Colin Ogden, Sheila Ottewell, Martyn Poole and Raj Sood.

Officer: Angela Hocking.

Public: One member of the public

**154.1 WELCOME** – Councillor Griffiths took the Chair and welcomed members.

**154.2 APOLOGIES** – Received from Cllr Mike Baker, Cllr Ben Burton and Cllr Kathy Morris.

#### **154.3 DECLARATIONS OF INTEREST**

Cllr Jon Hunt, item 154.15, Running Free Consultation.

Cllr James Griffiths, item 154.15, Running Free Consultation.

#### **154.4 ITEMS FROM THE PUBLIC**

Resident outlined the excellent job being undertaken at the playing fields by Prestige Grounds. However, the raised platform between the basketball court and childrens play area at Bromley Heath Playing Fields has been left uncut for some considerable time.

**ACTION** – Clerk to contact Prestige and ask that this area is cut on a regular basis.

**154.5 ITEMS FROM THE POLICE** – None received.

#### **154.6 PRESENTATION re. WASTE SERVICE CHANGES, SOUTH GLOUCESTERSHIRE COUNCIL**

Officers from South Glos. Council were unable to attend but provided details of roadshows in the area.

#### **154.7 TO APPROVE THE MINUTES OF THE ANNUAL MEETING HELD ON 18 MAY 2017**

**RESOLVED** that the Minutes of the Council meeting held on 18 May 2017 be approved and signed as a true and accurate record.

#### **154.8 MATTERS ARISING AND ONGOING ISSUES**

153.16 – Clerk has now obtained the contact information for possible sponsorship of a new defibrillator.

153.19 – **Annual Assembly has been booked at Badminton Road Methodist Church. This will be held, as usual, on the fourth Thursday of April, ie, 26 April 2017.** A short Council meeting will be held at 6.30pm with the Annual Assembly commencing at 7.30pm.

153.19 – Signage for the playing fields has been ordered, total cost £421.20. Quotation for installation awaited.

153.19 – Toilet roll holders have been received and installed by Man and His Tools.

153.19 – Emergency email address has been set up.

153.19 – Clerk, Chair and Vice Chair now have access to both Open Play and Stripe in the event of disaster recovery procedures.

153.19 – Metal cabinet has been ordered for the Badminton Road pavilion. Total cost £242.99.

With regard to the Co-op car park, Clerk, Cllr Biggin and Mark Pullin (SGC) met with London & Cambridge Properties in January. In essence, it is apparent that customers of the Co-op are finding it difficult to park as the car park is being used by commuters and those who work in the local area to park all day. The car park is part owned by L&C Commercial Ltd and part owned by SGC. If the car park were wholly privately owned, L&C's preference would be to install parking controls to limit parking to 3 hours. However, SGC have explained that the implementation of any charging regime would require a public consultation period of up to 12 months and a cost of up to £10,000. L&C has requested SGC grant a 150 year lease to allow them to introduce controls on the car park. Clerk has heard nothing further from SGC. **Noted.**

**154.9 URGENT ACTIONS** – None reported.

#### **154.10 FINANCE & GENERAL PURPOSES**

- i. **Payment of accounts** – The accounts for payment were circulated to members.  
**RESOLVED to authorise all payments, as detailed in Appendix 1.**
- ii. **Spend to date against budgets and account balances** – Budget report was circulated. **Noted.** No questions raised. Balance of accounts as at 31 May 2017 = £455,535.11.
- iii. **Spending in accordance with Business Plan** – No report.
- iv. **Recommendations from Committee meeting held 9 June 2017** –
  - Cllr Burton elected as Chair.
  - Hill House Park – There is no claw back date for any S106 monies. Meeting taking place with the Head of Property Services and Director on 22 June to discuss the future of the Park.
  - Format of the F&GP committee was discussed. For new projects, members agreed the need for a proposal form to be completed and assessed by the committee as to the financial viability of the project, which will then be taken to full Council for agreement or further investigation. With effect from September, F&GP will meet during the first week of the month, enabling papers of the meeting to be circulated to all members in time for full Council. (Documents to be on coloured paper for ease of reference). A scoring/ranking system was discussed with regard to grant applications.

**ACTION** – Cllr Burton will prepare a simple flow chart to bring to full Council in July outlining the proposals for the new format of this Committee.

**AGREED** that future agendas will be circulated to ALL members of the Council, who are welcome to attend. (NB: only the Committee will be entitled to vote).

- Downend Innovation Transformation – Downend School have provided additional information about the project which was outlined to members.

**AGREED** to award a donation of £650 to this project.

- **SPORTS PITCHES:**  
**Quotations for emergency assistance** – Three quotations were received to implement emergency assistance at the pavilions, if required. For out of hours, costs quoted from PPS Maintenance & Renovation Services are:
  - £75.00 for the first hour Plus VAT between 16:30-20:00pm, and £45.00 an hour after (this is to make safe only)
  - £95.00 for the first hour Plus VAT between 20:00pm-12:00 Midnight, and £60.00 an hour after (this is to make safe only)

- £110.00 for the first hour Plus VAT between Midnight and 07:30am, and £80.00 an hour after (this is to make safe only)
- Weekend call out charges are the same as £110.00 for the first hour Plus VAT, and £80.00 an hour after. (This is to make safe only), unless this is an agreed job in terms of access to the building.

After analysing the quotes,

**AGREED that PPS Maintenance & Renovation Services are used in case of need.**

**AGREED to employ the services of Lock Stuck and Barrels in the event of local failure.**

**Hire Charges for events** – SGC charged £59.20 for charity events and £145 for all other events in 2016. For 2017, F&GP recommend charging £76.90 for charities (in line with charges incurred by the cricket teams) and £145 for other events.

Members considered that a reduction for non-charity events should be made this year, which can be reassessed for 2018. As a result,

**AGREED to charge £76.90 for charity events and to charge £125 for all other events.**

**AGREED that a deposit of £150 is taken upon collection of the key, which will be returned after the event if no reinstatement costs are considered necessary.**

**AGREED that the Elf Hunt on 1 & 2 December may proceed.**

**Review of Sports Pitch Regulations (Cricket)** – The wording of this agreement has been slightly amended in line with the invoicing structure agreed. The Regulations will be added to the Openplay website.

**Payment Card Industry (PCI) Compliance** – Stripe is the payment processor connected with the on-line booking system. To satisfy the requirements of PCI a compliance questionnaire needs to be completed and validated which will be further reported at full Council in July.

**Repainting of Tennis Courts, Bromley Heath** – Following a request for the white lines to be repainted, Clerk has sought a quotation from Avon Road Mark Limited amounting to £380. Clerk is also awaiting details of the contractor who currently paints the courts at Cleeve Hill, and from Thornbury Town Council who have recently had similar work undertaken. Landlords consent to the work has been received.

**AGREED in principle that the painting of the white lines is undertaken, subject to an inspection by Cllr Ogden.**

**Review of Financial Regulations to include emergency procedures** – F&GP agreed to incorporate an additional bullet point under 4.1 to read:-  
 ‘Clerk, Chair or Vice Chair for any items up to £500 + VAT in emergencies to mitigate further damage or to secure premises that the parish council is responsible for. It should also be noted that 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.’ **AGREED.**

- D&BH in Bloom have provided an updated Asset Register and accompanying map. **NOTED.**
- Benchmarking of D&BH Parish Council – ALCA have now provided guidance to enable an informed decision to be made by the Parish Council to ensure the adoption of fair working practice.

**ACTION – Cllr Burton will provide a paper for debate at full Council in July.**

- Defibrillator – AED Locator was the company from whom the first defibrillator was purchased by the parish council after much research and consultation. AED have now reduced their prices and to purchase the same defibrillator and associated cabinet, signage etc, the total cost is now £1994. If three or more defibrillators are bought there is a further 5% discount. In view of our original purchase, AED are willing to let the discount apply to a further two defibrillators, totalling £3788.60. The Business Plan allows for one defib to be purchased each year.

**ACTION – Defibrillator Working Group should move this project forward as a matter of urgency by contacting the lady who initially agreed to sponsor a defib, and Rotary who can provide funding. In addition, to seek contributions from the local shop keepers / pub in Quakers Road.**

**AGREED to proceed with the purchase of the defibrillators if the necessary funding can be sourced. If not, matter to be brought back to July's Council meeting for further deliberation.**

- Petty Cash – **AGREED to authorise a further £15.**
- The Friends of Lincombe Barn have requested that the Britannia plaque is refurbished. In addition Jenny Jones plaque also requires cleaning. Following agreement by Cllr Poole,

**AGREED that Man and His Tools will implement the works.**

#### **154.11 PLANNING COMMITTEE**

Minutes of the meetings held on 30 May and 13 June were **noted**.

Clerk asked the committee if consideration had been given to the comments highlighted re. 49 Peache Road and the permanent structure in the garden for which planning permission has not been sought.

**AGREED – in view of this oversight, matter to be referred to the next Planning Committee meeting.**

#### **154.12 WORKING GROUP REPORTS**

- Sports Pitches Working Group** – Next meeting is to take place on 13 July 2017. Clerk has met with representatives from the Downend Round Table who explained more about the fireworks event on 3 November and procedures adopted with SGC in the past. It is evident that some aggregate will need to be laid to the side of the childrens play area. Clerk will discuss this further with Prestige and arrange for a quotation to be sought.
- Defibrillator Working Group** – No report.
- Business Plan Working Group / Community Infrastructure Levy Working Group** – Cllr Burton will circulate a list of dates for the next meeting.

#### **154.13 REVIEW WORKING GROUP MATTERS AND NEW ISSUES**

- Christmas Lighting Review** – Cllr Poole advised that some parish and town councils rent Christmas lights. To date, the average spend on installation, removal and storage of our Christmas lighting amounts to £4,900 per annum. 26 poles are now installed throughout Downend for the hanging baskets. One particular company, Plantscape, use this facility to put Christmas Trees either side of

the pole. The trees are solar powered and are guaranteed to stay lit for 5 hours. Plantscape install, remove and store the lights. A one off fee is payable.

**AGREED in principle to the idea, as detailed by Cllr Poole.**

**AGREED to contact Plantscape to request a sample 'tree' and to establish if there is another authority nearby who utilise these services, with whom we can make contact.**

**AGREED to seek a full quotation for consideration by the Finance & General Purposes Committee.**

In 2015, D&BH PC decided not to repair the five sets of faulty Christmas motifs, which are currently being held by City Illuminations. Clerk asked members about their aspirations for Christmas in Downend 2017 and what should be done with the faulty lights.

**AGREED to enquire of City Illuminations if they would be interested to buy the lights back from D&BH PC.**

- ii. **World War 1 Beacons of Light 11 November 2018** – In commemoration and remembrance of the end of the war a chain of 1000 beacons will be lit throughout the UK at 7pm on 11 November 2018. Information, including a Guide to taking part, was made available to members.

**AGREED that D&BH PC will join in this special tribute.**

**ACTION – Clerk will contact the Pageantmaster with the necessary details.**

**AGREED to set up a Working Group to take the event forward consisting of Cllr Biggin, Cllr Hunt, Cllr Herniman, Cllr Poole and Cllr Ogden.**

#### **154.14 SOUTH GLOUCESTERSHIRE COUNCIL**

Cllr Hunt confirmed that the dates for round 2 of the traffic plan are out for consultation.

Cllr Biggin outlined that notices about parking have been installed by the shop keepers at Cleeve Wood. These are not legally enforceable. Ownership of the land is still unknown, although the shop keepers are now making a concerted effort to research further.

#### **154.15 CORRESPONDENCE**

- **Running Free: Consultation on preserving the free use of public parks** – This consultation arose from Stoke Gifford Parish Council voting to impose a charge on parkrun. Members reviewed the consultation and **AGREED** to make a response from the Parish Council to the consultation questions:
  - Do you agree that local authorities should not be able to charge parkrun or parkrun junior for the use of public parks? *Yes, agree.*
  - Is there any specific activity, in addition to parkrun or junior parkrun that takes place in a public park, that does not require exclusive use of the park or a part of the park, that should be considered for inclusion in provisions to prevent local authorities charging for that activity, and if so why? *Each activity should be considered on its own merits on a case by case basis.*
  - Are there any activities that involve a financial charge to a client or clients by a professional or business, but do not involve exclusive use of a public park or part of the park, that should be considered for inclusion in provisions to prevent local authorities charging for that activity, and if so why? *To be considered on a case by case basis.*
- **Policies Sites and Places Plan (PSP Plan) Main Modifications Consultation** – The PSP Plan, when adopted, will form part of the Local Plan for South Gloucestershire. The PSP Plan contains detailed planning policies to manage new development, allocate and safeguard sites. A number of Main Modifications to the plan are now being released for public consultation (12 June – 24 July).

**Representations should only be made in respect of the effect of the modification(s) on the Plan's soundness or legal compliance.** It is not an opportunity to make comments on any other part of the PSP Plan. Clerk directed members to the South Glos website for more information. **Noted.**

- **67 Cleeve Hill, Downend** – Clerk circulated an email received from a resident regarding the disrepair of this property, which members considered should be forwarded in the first instance to SGC Planning to further assess.

***Post meeting note – Planning application received dated 16 June 2017 (PK17/2409/F) for the erection of first floor side extension with 2 no. front dormer windows and single storey rear extensions to provide additional living accommodation.***

**ACTION – Clerk to respond to resident.**

#### **154.16 COUNCILLORS CONCERNS**

Cllr Hunt advised that offensive graffiti has been painted on the equipment at King George V on two occasions. SGC have been called to remove this.

**ACTION – Clerk to make the Police aware.**

Cllr Ogden reported that the table tennis table at Bromley Heath Park cannot be used as the surface paint is in a very poor condition.

**ACTION – Clerk to contact Chris Belcher to make an inspection and carry out repairs.**

Cllr Hermiman advised that the resurfacing at Bromley Heath Park is due to be carried out in the next week or so. The play area will be shut for a couple of days whilst this is being carried out. Again, more graffiti reported. **Noted.**

Cllr Biggin confirmed –

- The official opening of the roundabout in Downend will be taking place on 17 June at 10.30am.
- The supervisor of the crèche at Lincombe Barn reports that all staff are undergoing training in case there is a lock-down.
- The Friends of Page Park have been awarded The Queens Award for Voluntary Service. The Bristol Aero Collection has also received such an Award.
- Diamond cards can now be used by people with a sight challenge.
- Volunteers for Heathfest confirmed as Cllr Ogden, Cllr Sood, Cllr Herniman and Cllr Biggin.
- The Bean Tree Café is holding an opening weekend on 29/30 July with music, food, discounts and activities.

**Chairman**

**Date**

*Meeting closed at 8.07 pm.*