

DOWNEND & BROMLEY HEATH PARISH COUNCIL

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

Present:

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

Officer: Angela Hocking.

Public: 2 members of the public

155.1 WELCOME – Councillor Burton welcomed members.

155.2 APOLOGIES – Received from Cllr Janet Biggin and Cllr Kathy Morris.

155.3 DECLARATIONS OF INTEREST – Received from

- Cllr Sharon Herniman - matters relating to Bromley Heath Park and Playing Fields.
- Cllr Jon Hunt – SG Health & Wellbeing Strategy, 155.15.

155.4 ITEMS FROM THE PUBLIC – Elizabeth Shepherd asked for an update on HillHouse Park. Clerk outlined a response from Chris Cox, Asset Manager SGC Property Services, who has been tasked with looking at the options for the site. He requests an outline of the Parish Council's proposals and a possible meeting to take things forward.

Members were provided with the background of the Parish Council's association to date which was to obtain a lease at a peppercorn rent on the park, and for the park to be run in conjunction with the Friends group. In view of the time that has now elapsed, the current view of the Friends group is uncertain. The group had implemented a consultation and started a management plan; however, this was put on hold when SGC looked at the Local Green Space designations and Call for Sites in association with the Joint Strategic Planning Strategy.

AGREED to create a working group, together with members of the Friends of Hill House Park, in an attempt to move this matter forward once again.

155.5 ITEMS FROM THE POLICE – None received. Cllr Herniman advised that the Police were following up the anti-social behaviour issues around the Bromley Heath area.

155.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 JUNE 2017

RESOLVED that the Minutes of the Council meeting held on 15 June 2017 be approved and signed as a true and accurate record.

155.7 MATTERS ARISING AND ONGOING ISSUES

- 154.4 – Prestige has agreed to cut the raised platform at Bromley Heath Playing Fields, as requested.
- 154.8 – Signage for the playing fields has been delayed as SGC need to know the fixings required for each individual sign. Photographs and maps are also required by SGC so that they may calculate a cost for installation. Information has been sent for King George V/Badminton Road. Phil Abbot from the Friends group has offered to help in relation to Bromley Heath, although Cllr Ogden has also agreed to support where required.
- 154.10iv Page 4 – Man and His Tools cleaned the Jenny Jones' plaque and will also be cleaning the Britannia memorial in due course.

- 154.13i – Solar Christmas lighting. Plantscape have been unable to send a sample ‘tree’. The price for 52 half units is £92 each (26 poles). Total price £4,784 + £350 carriage. Clerk has spoken to Bath & North East Somerset Council who hired similar ‘trees’ from Blachere Illuminations. Blachere have agreed to provide costings, and a sample is awaited. However, it was apparent from talking to the representative that if power is available, it should be used, as the solar lights do not have the same effect as ordinary motifs. It was suggested to trial the lights in a street without power in the first instance.
- 154.13ii – Clerk has contacted the Pageantmaster confirming D&BH PC will take part in the Beacons of Light on 11 November 2018.
- 154.16 – Chris Belcher has made repairs to the surface of the table tennis table, Bromley Heath. The table is usable although ideally it needs to be sealed and repainted.
- The Willow Car Park – Clerk has been copied into an email from London & Cambridge once again chasing SGC in connection with the proposed lease of the car park.
- Office signage – Cllr Baker suggested one office sign to be located close to the cycle stands on the right hand side, with a smaller sign on the office door just inside the lobby. Approximate cost for both signs will be £120. Permission will be required from SGC.

ACTION – Cllr Baker to bring forward a formal proposal to F&GP.

(Cllr Jon Hunt arrived at 7.15pm).

155.8 URGENT ACTIONS

Clerk reported that whilst changing the notices on the Downend notice board, she cut her hand on one of four screws sticking out, being the fixings for an advertisement of the South Gloucestershire Show which has been screwed to the rear of the notice board. Clerk will be contacting the organisers in this respect.

155.9 FINANCE & GENERAL PURPOSES

In view of the summer break, Clerk confirmed that she would need to settle accounts due for payment during August. These will be reported back to full Council in September.

- Payment of accounts** – The accounts for payment were circulated to members.

RESOLVED to authorise all payments, as detailed in Appendix 1.

- Spend to date against budgets and account balances** – Budget report was circulated. **Noted.** No questions raised. Balance of accounts as at 30 June 2017 = £442,729.18.
- Spending in accordance with Business Plan** – No report.
- Review of the format of the Finance & General Purposes Committee** – Cllr Burton circulated a paper outlining proposals for the format of F&GP, reinforcing the need for all Councillors to have an equal opportunity to consider and debate any proposals at full Council meetings. In summary,
 - All members will be invited to attend
 - Only F&GP members will be entitled to vote
 - Focus of the meetings will be purely on finance matters
 - Proposals put forward will be reviewed to ensure adequate funds but the adoption of any proposal will be reserved for full Council
 - First week in the month – proposals submitted to the Clerk (proposal form to be used)
 - Second week in the month – proposal reviewed by F&GP. Recommendation put on proposal form for circulation to full Council

- Full Council papers issued, together with financial papers
- Full Council – proposals presented and voted on accordingly.

RESOLVED to adopt the format of the Finance & General Purposes Committee, all as detailed above.

NOTE – F&GP Committee will be meeting on Thursday 7 September. Please ensure that any proposals are received in time for circulation to members.

155.10 PLANNING COMMITTEE

Minutes of the meetings held on 27 June and 12 July were duly **noted**. Members were made aware that the next Planning Committee meeting will include new applications in relation to 112 North Street.

Clerk circulated an email regarding application number PK17/2864/F in relation to the former education centre, Richmond Road. SGC Community Spaces would like to consult on the potential \$106 contributions arising from public open space requirements for the demolition of the former school and erection of 21 dwellings. Responses are required by 31 July. After discussion,

RESOLVED to request improved facilities at Hill House Park.

155.11 WORKING GROUP REPORTS

- Sports Pitches Working Group (SPWG)** – The group reviewed the Leases, Licences and sketch schemes. Funding, budgets and a review of the booking procedures were discussed.

RESOLVED as follows:-

- **Cllr Burton has sent a letter to SGC to resolve matters with the Leases and Licences. The documents will also be sent to the Football Foundation to ensure the parish council is not precluded at a later date from implementing improvements.**
- **Meeting to be organised with residents and Friends groups to consider options for the sketch schemes.**
- **Indian cookery class for beginners at Badminton Road pavilion is supported.**
- **Cricket match on 2 September may proceed.**

ACTION – Clerk will circulate the Minutes from the SPWG meeting to all members.

Mary Lewis, Friends of King George V and Badminton Road, advises that the newer black litter bins have had the dog waste sign taped over. Brad from Prestige has done this as the dog waste in the open bins is causing a problem with the recent warm weather.

AGREED to look into the costs of new dog bins, perhaps including a sign stating who to call when the bin is full, and for each bin to be individually numbered.

- Defibrillator Working Group** – Cllr Sood has spoken to the Sandringham Pub requesting funding towards a defibrillator. Response awaited. Cllr Griffiths proposed that a defibrillator is purchased, in accordance with the Parish Council's Business Plan, to be sited outside MS2, Quakers Road. Seconded by Cllr Ogden, unanimous.

AGREED to purchase a defibrillator from AED Locator, as detailed above, and as outlined in Parish Council Minutes June 2017, 154.10. Total cost £1994.

AGREED – Cllr Poole will speak to Gary Smart in connection with training.

A Guardian will need to be appointed; possibly Cllr Sood or Cllr Herniman.

- iii. **Business Plan Working Group / Community Infrastructure Levy Working Group** – Date to be circulated to members for a meeting during August.
- iv. **WW1 Beacons of Light Working Group** – Cllr Ogden confirmed that Man and His Tools would like to become involved. It is suggested that the beacon is sited where the bonfire is held, to be approximately 3m in height and perhaps a lower basket to be lit first, which will then light the upper basket. A full plan will be circulated in due course.

155.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Emergency Plan for Downend & Bromley Heath** – Cllr Ottewell requested that in view of recent events, an Emergency Plan should be considered.

AGREED that Cllr Ottewell will head up a working group. Cllr Herniman and Cllr Ogden will join the group.

- ii. **AGREED to create a 'Hill House Park Working Group' following feedback.**

155.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Hunt confirmed that the works to the viaduct commence on Monday 24 July.

155.14 PROPOSALS

- i. **Proposal to review Clerk's remuneration following Local Council Benchmarking evaluation of Downend & Bromley Heath Parish Council** – The Avon Local Councils Association has undertaken a benchmarking exercise of D&BH PC. The review concluded that the Clerk, which includes the role of Responsible Financial Officer (RFO), falls within the range of SCP 37-41. The review also noted that the Clerk's role would require 55-65 staff hours per week.

RESOLVED that the Clerk's pay should be raised to Band 41 given the increased responsibilities the Clerk has undertaken in recent months and due to the review by ALCA. This should be backdated to 1 June 2017 and any adjustments to be paid in August payroll.

- ii. **To accept the Payment Card Industry (PCI) self-assessment questionnaire** – Prior to sending any invoices to the user groups of the sports pitches and facilities, D&BH PC needs to be compliant. Cllr Burton and Clerk are reviewing the procedures to be put in place.
- iii. **To approve the quotation for repainting the tennis courts at Bromley Heath Park** – Despite contacting Thornbury Town Council and Cleeve Hill Tennis Club, the only quotation received has been from Avon Road Mark Ltd totalling £380.

AGREED to proceed with the repainting of the tennis courts at Bromley Heath with Avon Road Mark Ltd, as detailed.

155.15 CORRESPONDENCE

- Have your say on the South Glos Health & Wellbeing Strategy 2017-2020
- Consultation on Supported Bus Services
- Consultation: Adult Mental Health Strategy 2017-2022

AGREED that individual responses will be made.

155.16 COUNCILLORS CONCERNS

Cllr Poole requested that the pricing structure for events at the playing fields should be reviewed. This will be further discussed by the SPWG in the future.

Cllr Herniman advised that a consultation is being prepared in connection with Bromley Heath Park. Cllr Herniman also reported on the great success of both Heathfest and C in the Park. Members acknowledged and thanked all those who supported these events.

Cllr Hunt confirmed that he has £2,000 remaining under the Member Awarded Funding Scheme to award to local community projects.

Chairman

Date

Meeting closed at 8.15pm.