

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 21 SEPTEMBER 2017

#### **Present:**

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

Officer: Angela Hocking.

Public: 4 members of the public  
PCSO Katrina Sheldrake

**156.1 WELCOME** – Councillor Burton welcomed members.

**156.2 APOLOGIES** – Received from Cllr James Griffiths and Cllr Raj Sood.

**156.3 DECLARATIONS OF INTEREST** - Cllr Herniman expressed an interest as a member of the Friends of Bromley Heath Playing Fields.

#### **156.4 ITEMS FROM THE PUBLIC**

Elizabeth Shepherd queried if the litter bins at King George V/Badminton Road Playing Fields could be painted, as they have been previously.

**AGREED** – Cllr Ben Burton will take this forward at the next Friends Group meeting.

The next meeting of the Community Engagement Forum will take place at Downend Baptist Church on 11 October. **Noted.**

#### **156.5 ITEMS FROM THE POLICE**

PC James Rochford's written report explains that there has been a huge increase in anti-social behaviour over the past six months in both Downend and Emersons Green. Over the last four weeks calls have reduced. The Police have targeted individuals and have been working closely with South Glos ASB team. They are expecting Criminal Behaviour Orders on two individuals imminently. The latest incident involved theft of high value mountain bikes from Downend School. Two offenders have been arrested. Co-op and Sainsburys in Downend have experienced ASB and patrols have increased in the area as a result.

Clerk conveyed an email from Robert Evely at SGC ASB and Community Safety Team. It appears that youths have been sited on the roof of the pavilion at Badminton Road and in the play area. This happened on 2 September and over the weekend of 16/17 September. On the former date they were on the roof and on the latter in the play area at 0045hrs. Police are aware of the issue. Friends Group have been informed.

#### **156.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 JULY 2017**

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

#### **156.7 MATTERS ARISING AND ONGOING ISSUES**

- 155.7 – Signage is being installed at the playing fields, as requested. However, some signs do not appear to have been put in the correct places and one in particular at Bromley Heath is causing problems. Cllr Ogden will explore options as to what can be done to rectify the matter.

- 155.7 – Cllr Poole confirmed that the Britannia memorial has been cleaned but the black inlay paint needs to be renewed.  
**ACTION – Clerk and Cllr Poole to liaise on the best course of action to bring the memorial up to a satisfactory standard.**
- 155.14ii – Payment Card Industry (PCI) Compliance – Clerk has submitted the necessary information required via Stripe.
- 155.14iii – The tennis courts at Bromley Heath Park have been marked out satisfactorily.
- Local Council Award Scheme – in order to pursue the next level of this Scheme, there is a requirement for two thirds of the council to be elected members, ie, 8 members of D&BH PC. Unfortunately D&BH PC currently has just 7 elected members so does not meet the criteria at this time. **Noted.**

#### **156.8 URGENT ACTIONS**

South Glos Handyman Service have been authorised to implement repairs as follows:-

- Repairs to wooden fencing at Bromley Heath car park - £136
- Replace broken panel in bus shelter by Cassell Road - £139
- Repair bench seat in bus shelter at Cleeve Hill - £83.

**NOTED & AGREED.**

#### **156.9 CO-OPTION OF NEW MEMBER – LEAP BROOK WARD VACANCY**

Members were circulated with applications from Graeme Snell and Anita Woodburn. Unfortunately, Graeme Snell was unable to attend the meeting at the last minute as he was taken into hospital.

Anita Woodburn addressed the meeting and members asked various questions. Clerk also advised the meeting that she had received interest about the vacancy from a third person. After discussions,

**RESOLVED to defer the co-option until October’s Council meeting to enable all applicants to be present.**

**AGREED to extend an invitation to the additional person who has expressed an interest.**

#### **156.10 FINANCE & GENERAL PURPOSES**

- Recommendations from Committee following meetings on 27 July and 7 September, which were AGREED as follows –**
  - D&BH PC to cover the additional £12.50 rubbish clearance following the cricket season.
  - Avon Pension Fund - In view of Clerk’s pay award the contribution rate banding for the Clerk will increase in April 2018.
  - Following a site meeting with Prestige Grounds, Clerk and member of the Friends Group, various works have been identified at King George V and Badminton Road. Quotations for this have been requested from Prestige in the first instance.
  - HSBC Bank Account – problems have been experienced with this account due to the lack of activity. It is therefore suggested that transfers are made into this account from time to time.
  - Portable Appliance Testing – Equiptest has recently attended the Library to PAT test SGC’s equipment. They have subsequently provided a quotation to test items within the parish office, which amounts to £45. F&GP recommend that this is accepted and for the electrical appliances at the pavilions to also be tested.

**AGREED to organise the PAT testing, as detailed.**

- Christmas – Clerk has contacted SGC to order the Christmas tree and install motifs at Cleeve Wood. Gary Meddick is still sourcing prices but thinks that the tree will be approximately the same price as 2016. Other quotations received from SGC:
  - To install and remove 3 motifs £420
  - To install and remove Christmas tree lights £440
  - Storage of motifs £272

**AGREED to accept the charges, as detailed.**

Clerk advised that the Cleeve Wood Christmas event will be held on 26 November, 8am-6pm and the road will be closed for the event.

- Grant applications received from Wednesday Café £330 and Goldies Sing & Smile in Downend £497.20.

**AGREED to provide donations to both these groups, all as detailed.**

- Training – two events have been identified. SLCC regional training seminar for the Clerk at a cost of £69 + VAT, and A Plain Guide on Planning for Local Councillors for Cllr Baker at a cost of £50.

**AGREED to book these training opportunities.**

- ii. **Review of Terms of Reference** – Members received the Terms of Reference from 2016 and it was **AGREED to ratify this document without alteration.**
- iii. **Payment of accounts** – The accounts for payment were circulated to members.  
**RESOLVED to authorise all payments, as detailed in Appendix 1.**
- iv. **Spend to date against budgets and account balances** – Budget report was circulated. **Noted.** No questions raised. Balance of accounts as at 31 August 2017 = £422,540.91.
- v. **Spending in accordance with Business Plan** – Cllr Burton is updating the Business Plan to deliver clarity over the Parish Council's spending.

#### 156.11 PLANNING COMMITTEE

Minutes of the meetings held on 25 July, 8 & 22 August, 5 & 19 September were duly **noted**.

Cllr Baker highlighted two applications –

- 112 North Street – Cllr Hunt called in this application. Sites inspection on 22 September will provide an opportunity for the public to explain their concerns to the committee. Doubts have been raised over the actual usage of the building and whether or not it meets the C2 criteria applied for. It is hoped that the site meeting will alleviate any confusion.
- 77 Badminton Road - Cllr Biggin has visited the adjacent resident and has been in contact with Environmental Services and Enforcement.

The Planning Committee wish to request additional information from SGC whereby submission of an objection from D&BH PC is overruled by SGC.

**AGREED that the Planning Committee will liaise with Cllr Hunt in this respect.**

- i. **Terms of Reference of the Planning Committee** – An amended version was shown to members which was unanimously **AGREED**.

#### 156.12 WORKING GROUP REPORTS

- i. **Sports Pitches Working Group (SPWG)** – Queries raised with SGC over the Leases and Licences are being resolved and there is just one item outstanding which, when settled, will enable all the legalities to be completed.

**ACTION – Cllr Ben Burton to review the Leases and Licences.**

Quotations have been sought from Prestige to:

- Supply and lay aggregate to the side of the childrens play area at Badminton Road – 20 tons will cost in the region of £500 delivered to site.

**AGREED to arrange for the aggregate to be laid.**

- Make alterations to the path at the pinch point between Badminton Road and King George V which frequently floods
- Tidy the shrub bed by Conor's bench
- Fence off 5 trees at King George V in preparation for the fireworks event – After discussions with Brad, it would appear that the best course of action would be to purchase the orange type fencing and appropriate fixings. This can be kept on site as the Parish Council's own asset and used whenever deemed suitable.

**AGREED to purchase the appropriate fencing and fixings, as required.**

- Provide grounds maintenance services in 2018/19.

Prestige have suggested various works at the sports pitches, ie,

- application of a granular fertiliser costing £350. Aeration is a key factor in allowing the pitches to drain and remove surface water. The machine needed to do this will cost around £300-£350 per pitch. Slitting is another option which costs approx. £130 per pitch.
- To scarify both cricket wickets to remove dead organic matter in three directions, apply seed fertiliser and topdressing loam to the whole square would cost in the region of £2,100. All of the organic matter will be left on site in a corer or a skip could be arranged at an additional cost.

**AGREED to cost and schedule the works required once recommendations are received from the Football Association, who have been contacted by Cllr Burton.**

- ii. **Defibrillator Working Group** – Defibrillator has been received. Electrician has been contacted to arrange installation outside MS2 Stores. Guardians to be Bill Crocker, Cllr Sood and Cllr Herniman, perhaps on a rota basis.

- iii. **Business Plan Working Group / Community Infrastructure Levy Working Group** – Following a recent meeting of this group,

**ACTION – Cllr Burton will update the Business Plan and bring to full Council for approval.**

Proposal form circulated to members confirming £13,748.85 has been received from CIL funding. The working group provided five recommendations, one being to install advisory markings on the kerb and perimeter of the refuge island at Westerleigh Road. SGC has since confirmed that this will be implemented and paid for from their own budgets. After discussions and unanimous vote,

**RESOLVED to utilise the funds for**

- **upgrading the cricket pitches at Badminton Road / King George V Playing Fields (£2,000 pa over five years, total £10,000)**
- **Installation of banners outside local schools advising of parking/transport schemes (approx. £25 per banner)**
- **Installation of cycle stands at Quakers Road (£149 per stand)**

- iv. **WW1 Beacons of Light Working Group** – Cllr Ogden advises that when a drawing is available it will be presented to full Council for consideration. It is proposed that the November 2018 bonfire site will be used as a suitable position for the beacon. It will be constructed from existing timber including pallet wood that is redundant.

**AGREED to bring this matter forward at the next Friends Group meeting.  
AGREED to arrange a meeting to include all members of the Working Group.**

- v. **Emergency Planning Working Group** – No meeting held.

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

**Matters to refer to working groups or if objectives need changing –**

- i. **To give consideration to making Man & His Tools an independent group** – F&GP recommend that Man & His Tools becomes an independent group of the Parish Council which will enable them to apply for funding more easily. As such, Clerk has sought quotations from our existing insurers, Came & Company, who have submitted a cost of £168 to cover the group independently. Zurich have also quoted at £355 and an additional quotation received at £550.71. Clerk has provided the group with various Constitutions which could be modified and adopted at their initial meeting.

**RESOLVED that the Parish Clerk and Cllr Poole will arrange the first meeting of the group.**

**AGREED that Clerk and Cllr Poole will liaise on the formation of a draft constitution for the group.**

**RESOLVED that D&BH Parish Council will pay for the cost of the first years insurance for Man and His Tools.**

**AGREED that no charge will be made at this stage for the use of the pavilion.**

**Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk**

- i. **Hill House Park update** – Initial meeting attended by the Clerk. Site meeting arranged with SGC at 9am on Friday 29 September. The Friends are keen to have a running track and wish to plant a community garden/orchard. Jonathan Stockwell, Chair of the Friends group, will provide a sketch of proposals and it is hoped to work together with South Glos Council moving forward.
- ii. **Review of Council Governance** – Clerk advised that it would a prudent time to review the Council's Standing Orders, Financial Regulations and all the policies and procedures which have been adopted. Rather than copy all these documents to members, she enquired as to how councillors would like these to be reviewed.  
**AGREED to set up a working group to go through all the policies and procedures currently in force.**
- iii. **Remembrance Sunday** – At present it is proving difficult to order a wreath from the Royal British Legion so contact has been made with SGC who are happy to do this on our behalf. This would typically cost around £17 and would need to be collected from the Badminton Road Council Offices nearer the date.

**AGREED to order a wreath from SGC for Remembrance Sunday, which will be collected by Cllr Jon Hunt.**

### **156.14 SOUTH GLOUCESTERSHIRE COUNCIL**

Cllr Kathy Morris provided an update on the hand car wash in Downend. The case has gone to Bristol Magistrates Court and the offender has been found guilty and fined. The business is to revert to an entirely 'hand' car wash and will be monitored.

*(Cllr Morris left at 7.32pm.)*

Cllr Jon Hunt confirmed that the viaduct works are on schedule. The lighting programme was deliberated.

Cllr Janet Biggin reported traffic issues at Chestnut Road which will be inspected by SGC. Following a review of litter picking, SGC are introducing transparent litter collection bags.

#### 156.15 PROPOSALS

- i. **To provide solar Christmas lighting throughout Downend, Christmas 2017** – Proposal to engage Plantscape to provide solar Christmas lighting on 26 poles throughout Downend. The poles are those currently used by DBH in Bloom. With the current LED motifs failing, it is thought a good opportunity to trial the lights this year, and review the project in January 2018. The motifs last for 5 hours so could be switched on at 5pm-10pm daily. The existing LED motifs x 3 could still be used at Cleeve Wood. Total cost £5,134 exc VAT.

**RESOLVED to engage Plantscape to install solar lighting for Christmas 2017, all as detailed.**

**AGREED to incorporate an article in Downend Voice confirming that the Parish Council will not be organising a Christmas event in 2017.**

- ii. **To provide and install signage for the Parish Office** – Cllr Baker proposes a new office sign for the parish office door, 40cm long x 30cm high. Exact wording is required in order to obtain a firm cost from SGC.

**AGREED that the wording of the sign should be:-**

**(logo at top)**  
**Downend & Bromley Heath**  
**Parish Council**  
**Office**

**AGREED to proceed up to a cost of £100.**

Cllr Jon Hunt is liaising with Mark King, SGC, for a sign to be installed on the lamp post at the end of Buckingham Gardens directing people to the Parish Office.

**AGREED that the sign should read 'PARISH COUNCIL OFFICE'.**

- iii. **Proposal for new project at Bromley Heath Playing Fields** – Cllr Herniman and Cllr Ogden explained a proposal for bottomless planters measuring 9m x 7m. The project will involve rotavating the area and planting shrubs and trees. Quotations will be required for maintenance and watering, and consent from SGC to the above including the cutting back of a tree.

**AGREED – Cllr Ogden will itemise all the work required and provide pictures/sketches in order that consent can be obtained from SGC. Once this detailed information is to hand, a quotation can be acquired from Prestige for any ongoing maintenance work.**

Clerk also outlined that the condition of the skatepark had been raised. It has worn over the years and there are now quite a few dips, which have caused accidents. The two bins need replacing and the ramps could do with a revamp due to paint wearing off and lots of lumps and bumps. Clerk confirmed the current position whereby the Parish Council has a lease over the skatepark from SGC. The play area inspectors presently examine and litter pick the skate park but the asset is the responsibility of D&BH PC.

**RESOLVED to contact SGC and establish the precise work the inspectors recommend to bring the skatepark up to a suitable standard.**

With regard to the basketball court, SGC promised nets for the courts years ago which have not materialised. Cllr Herniman suggested that two chain nets are installed, as this now comes under the umbrella of the Parish Council.

**RESOLVED to obtain permission for this project from SGC and a price to implement the work.**

#### **156.16 CORRESPONDENCE**

The following consultations were discussed -

- Have your say on options for M4 Junction 18a and link road – Members discussed the options and

**AGREED to support the junction by the Science Park. This was considered the best option as it will alleviate the pressures on the ring road with a reduction in the amount of traffic.**

- Electoral Review of South Gloucestershire. **Noted.** Individual comments to be made.
- Have Your Say on the Positive Activities Review – to next Council meeting.

#### **156.17 COUNCILLORS CONCERNS**

Cllr Burton – Jack Lopresti MP wishes to use the Parish Office on Friday 29 September at 3.30pm. As the elected Member of Parliament for this area, members **agreed to this request.**

Cllr Burton suggested starting the October meeting at 6.30pm to meet residents and ascertain their views on the sports pitches and pavilions. Invitation to be circulated via the upcoming Friends Group meetings and via Facebook. An email address could be set up to get residents views.

**ACTION – Clerk, Chair and Vice Chair to liaise.**

Cllr Burton proposed that a Fairy Trail is looked into in one of the woodland areas in the parish. An inexpensive exercise but will be greatly enjoyed by young children.

Cllr Ottewell raised concerns at the emptying of the bins at Quakers Road and Downend centre.

**ACTION – Clerk to report to SGC.**

Cllr Herniman is looking into applying for S106 funding for works to the footpath at Bromley Heath Park.

Cllr Baker pointed out that the Perspex panels in the bus shelter at the junction of Quakers Road / Bromley Heath Road are very marked and need replacing.

**ACTION – Clerk will obtain a quotation.**

Cllr Ogden queried the street lighting around the parish.

Cllr Poole outlined that when Open Access comes into force at Downend Library, the user groups and Clerk will not have access to toilet facilities without going through several secure doors.

**AGREED to raise this with SGC in the first instance.**

Cllr Biggin reported on the Bean Tree Café opening, the ALCA South Glos AGM and the Frenchay Tuckett Museum.

**Chairman**

**Date**

*Meeting closed at 8.50pm.*