

DOWNEND & BROMLEY HEATH PARISH COUNCIL

**MINUTES OF MEETING HELD AT
DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL
THURSDAY 19 OCTOBER 2017**

Present:

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

Officer: Angela Hocking.

Public: One member of the public.

157.1 WELCOME – Councillor Burton welcomed members.

157.2 APOLOGIES – Received from Cllr Sharon Herniman and Cllr Sheila Ottewell.

157.3 DECLARATIONS OF INTEREST – Cllr Jon Hunt declared an interest in item 157.17i, Positive Activities Review.

157.4 ITEMS FROM THE PUBLIC – No report.

157.5 ITEMS FROM THE POLICE – No report.

157.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2017

RESOLVED that the Minutes of the Council meeting held on 21 September 2017 be approved and signed as a true and accurate record.

157.7 MATTERS ARISING AND ONGOING ISSUES

Page 2 – Clerk is obtaining quotations for the refurbishment of the Britannia Memorial plaque and has sent photos to various companies. However, Brunel Engraving outline that in order to repaint the plaque, the first course of action would be to put a chemical on the plaque to remove the loose, flaking paint to ensure that this does not happen again. Unfortunately, some of the images have been screen printed, which would also be removed by the chemicals and could potentially not be recovered. The plaque will need to be removed and taken to workshops in Clevedon. Estimated price in the region of £40.

Elite Engraving also require the plaque to be taken into their workshops to assess. No other responses to date.

AGREED that Clerk will make further enquiries and arrange to have the plaque removed if deemed necessary to allow for a more detailed inspection.

Page 2 – PAT testing arranged for November.

Page 3 – Letters of thanks received from those to whom the Parish Council has provided donations.

Page 4 – Aggregate has been laid in readiness for the fireworks event.

Page 5 – Clerk has discussed the future plans for Man & His Tools with Cllr Poole, who is liaising with the group on a date for their first meeting.

Page 5 – Review of Council Governance – Clerk, Cllr Baker and Cllr Biggin will be meeting on 26 October.

Page 6 – Plantscape have been engaged to install the solar power Christmas lighting, all as detailed.

Page 6 – Quotation for the office signage has been received at £11.74 to order and supply.

AGREED to proceed with ordering the office signage, as detailed, from SGC.

Page 6 – SGC have given Landlords Consent to the installation of bottomless planters at Bromley Heath Playing Fields. Ian Turner, SGC, will be providing a price for the tree works requested. It is understood that

the Friends Group will be liaising with In Bloom to move the project forward. More detailed information and costings will be taken to Finance & General Purposes. **Noted.**

Page 6 – Skatepark – Clerk has requested three quotations for the necessary works to be implemented. To date, only one quotation has been returned. SGC advise that any work towards the parish council's assets in future will incur an hourly rate of £42.80 for any time incurred by Gail Lambert, Play Officer. Basketball chains are being investigated by the Clerk.

Page 7 – Clerk has requested a quotation to replace the Perspex panels on the bus shelter at Quakers Road.

Page 7 – Clerk has spoken to Martin Burton, SGC in relation into possible additional toilet facilities at Downend Library, for which enquiries will be made by Property Services.

Members congratulated Downend & Bromley Heath in Bloom for winning Gold in the Town Centre category of South West in Bloom.

157.8 URGENT ACTIONS

Report to SGC (subsequently passed to D&BHPC) of a lorry inside King George V working on a private garden. As the lorry does not belong to the groundsman or to SGC, Clerk has contacted the Police who have attended site. The Police report that the lorry was doing some gardening work for an elderly resident, and had received permission to use the playing fields for access from the Vice Chair of the Friends Group. Clearly this is not acceptable and as the Vice Chair was away on honeymoon, Clerk spoke to Mary Lewis, Chair of the Friends Group, who agreed to remind the Vice Chair of the vehicle restrictions to the playing fields for future reference. However, this event has now caused the Vice Chair of the Friends group to resign. Clerk has requested a meeting at the Parish Office in an attempt to clear up any misunderstandings. **Noted.**

157.9 CO-OPTION OF NEW MEMBER – LEAP BROOK WARD VACANCY

Members were circulated with applications from Graeme Snell, Anita Woodburn and Matthew Palmer, all of whom were in attendance.

RESOLVED to appoint Anita Woodburn as Parish Councillor for Leap Brook Ward. The Declaration of Acceptance of Office was duly signed and witnessed.

157.10 FINANCE & GENERAL PURPOSES

i. Recommendations from Committee following meeting held on 5 October

The following matters were recommended to members from F&GP Committee –

- VAT – Clerk queried with the auditor whether or not the Parish Council should register for VAT. Research states that 'local authorities who regularly make taxable supplies in the UK in the course or furtherance of business must register for VAT, whatever the value of supplies'. Clerk has further discussed this with HMRC and it is suggested to 'voluntarily register'. F&GP recommend to do so with effect from 1 April 2018.

RESOLVED that D&BH PC voluntary register for VAT effective 01.04.2018.

- BUDGETING – Clerk has submitted a budget sheet to members of the committee showing earmarked balances and a precept for 2018/19. This will be discussed at the next F&GP meeting to compare the budgeting against the updated Business Plan. **Noted.**
- CRICKET PITCH MAINTENANCE – Following agreement to implement upgrading works to the cricket pitches from Community Infrastructure Levy funds, Clerk has sought three quotations from the GCB, Downend Cricket Club and Prestige Grounds Ltd.

RESOLVED to accept the quotation from Prestige Grounds Ltd in the sum of £2,100 which includes to scarify in three directions and additional topdressing loam.

- **DOWNEND ROUND TABLE (DRT) FIREWORKS EVENT** – F&GP consider that it would be better to have a presence at daytime events such as Heathfest or C in the Park and therefore should not have a gazebo at the Fireworks event. Aggregate has been laid to the side of the childrens play area, as previously agreed. Clerk has met with the Round Table and Prestige on site to discuss possible reinstatement works after the event. Football teams booked for pitch 1 over the weekend of 4/5 November have been moved to alternative pitches.

AGREED to charge £76.90 for the fireworks event, in line with the parish council's charging policy.

AGREED that Prestige Grounds invoice the Parish Council directly for reinstatement works after the fireworks event, which will subsequently be reclaimed from DRT.

- **HEATHFEST** – A stallholder application form has been received for the next event on 14 July 2018. Charges are £15 for a 12ft space.

AGREED to pay the required pitch fee for a stall at Heathfest 2018.

- **CHRISTMAS AT CLEEVE WOOD** – Request received to contribute to the running costs of the annual charity Christmas event on 26 November.

AGREED to cover the cost of the road closure at Cleve Wood, totalling £160.

- **GRANT ADVICE SESSIONS** – SGC has launched both Member Awarded Funding and also Area Wide Grants Schemes. A 30 minute slot at one of the advice sessions to meet a Grant Officer can be booked. Due to popular demand, extra sessions are now available. **Noted.**
- **PENALTY CHARGE NOTICE (PCN)** has been received by Tim Webb when cleaning the parish council bus shelters at Badminton Road. Mr Webb has successfully appealed against the PCN. Clerk has spoken to Parking Enforcement who now have Mr Webb's registration number documented for an exemption, unless parked by the raised platform which should be kept clear due to health and safety requirements.
- Councillor Poole has spoken to Blaise Nurseries about the recent tree vandalism at King George V. To purchase 10 x mesh guards at £15 each, 20 stakes at £3 each, stake ties at £1 each and 3 trees will total £306. After discussion and in view of the urgency to implement this work during the autumn,

RESOLVED to proceed with the purchase of trees and associated guards/stakes for £306.

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

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

- iii. **Spend to date against budgets and account balances** – Budget report was circulated and **noted.** No questions raised. Balance of all accounts as at 30 September 2017 = £563,861.08.

- iv. **External Audit 2016/17** – Grant Thornton confirm that the information in the annual return is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

One matter was notified to Council relating to petty cash. There has been some confusion about this as it was not listed in the balances provided in the Clerk's breakdown, although the internal auditor confirmed that all petty cash payments were properly supported and accounted for. This is further documented and clarified in the Internal Auditor's report dated 28 September 2017. **Noted.** Members thanked the Clerk for all the work undertaken in relation to the audits.

- v. **Internal Audit 2017/18** – Report circulated to members. Risk Management for the online booking system and credit control should be considered, in addition to budgetary requirements and adequate provisions for 2018/19. Two recommendations were emphasised from the auditor:-
 - (1) Council to monitor workload of Clerk
 - (2) Clarification of VAT position in relation to hire of sports pitches

NOTED. Supervision meeting with Chair, Vice Chair and Clerk is due imminently.

- vi. **Spending in accordance with Business Plan** – No report.

157.11 PLANNING COMMITTEE

Minutes of the meetings held on 3 and 17 October were duly **noted**.

In relation to the application for 112 North Street, Cllr Jon Hunt clarified that an extra condition had been imposed which states that the premises will be used as a residential hostel for persons with life limiting conditions who do not have access to a motor vehicle.

157.12 WORKING GROUP REPORTS

- i. **Sports Pitches Working Group (SPWG)** – Following the attendance of some of the user groups prior to the Council meeting, the comments made will be collated and a working group meeting will be arranged to discuss next steps.

AGREED – Cllr Burton & Clerk to set a date for the next SPWG meeting.

Downend School have contacted the Clerk asking to use the 9-a-side pitch at King George V for year 7 fixtures. Clerk asked members whether or not the school should be charged for use of the facility.

AGREED that Downend School may use the 9-a-side pitch free of charge. Clerk will ask that bookings are made via Open Play.

Clerk reported an email received from Ian Davey, SGC outlining S106 funding for outdoor sports facilities and offering an invitation to submit Expressions of Interest. **Noted.**

AGREED to further discuss at the next Finance & General Purposes Committee meeting, to bring forward a proposal to November's full Council meeting.

- ii. **Defibrillator Working Group** – An electrician is required to install the defibrillator at Quakers Road.

AGREED to make the necessary arrangements. Maximum budget approved at £150.

- iii. **Business Plan Working Group / Community Infrastructure Levy Working Group** – Clerk confirmed that the works to the cricket pitches had commenced, which will be paid for from CIL funding. Clerk will discuss the installation of cycle stands with Cllr Ottewell upon her return from holiday.
- iv. **WW1 Beacons of Light Working Group** – Clerk confirmed that she is obtaining the 3 required quotations for the cleaning of the Downend War Memorial. In addition, a new guide to taking part has been received and circulated to members. The Parish Council is asked to approach local Churches encouraging them to take part in the event by ringing their bells at 7.05pm. Cllr Ogden will arrange for a formal meeting of the Working Group early in the New Year, at which time members can arrange to contact all the churches within the parish and deliberate additional arrangements.
- v. **Emergency Planning Working Group** – Cllr Ottewell circulated a report in her absence. Since receipt of the information, Hanham Abbots Parish Council have contacted the Clerk to advise that they will not be proceeding with an Emergency Plan. There is no legal obligation to do so and without a Village Hall it is considered that little can be done other than that triggered by SGC. However, the working group feel it would be expedient to ensure D&BH PC can function at all times, ie, under a cyber attack, continuance of normal parish council functions if a critical member is missing and being able to access parish funds.

AGREED that the above risks need to be further examined at the working group's next meeting.

- vi. **Hill House Park** – Clerk, Cllr Hunt, Chris Cox (SGC) and members of the Friends Group met on site to discuss and explore the options for the site moving forward. SGC have been provided with a sketch showing the Friends vision for the park which includes a running/walking track, exercise area, community orchard and wildlife garden. SGC envisage a small development at the top end, next to the Downend Christadelphian Church. Additional information and proposals relating to a lease for the site is awaited from SGC. **Noted.**

157.13 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

Matters to refer to working groups or if objectives need changing – None.

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

- (i) **Remembrance Sunday** – Wreath has been ordered from SGC. Knit and Natter are currently knitting poppies for the WW1 anniversary in 2018 and displays will be put in Sainsburys and Kustom Flooring.
ACTION – Clerk will ascertain arrangements for the day from Madeleine Bills.
- (ii) **Report from Town & Parishes Forum** – attended by Cllr Biggin, the meeting discussed the electoral boundary review and the Local Plan. Cllr Biggin has also attended the ALCA AGM and various other meetings / events throughout the parish.

157.14 SOUTH GLOUCESTERSHIRE COUNCIL

- Cllr Biggin reported on the closure of Costa in Downend and the new touch card for buying tickets on First buses in Bristol or Bath.
- Cllr Morris advised that the hand car wash business in Downend has been sold.
- Cllr Hunt confirmed that the M4 J18A consultation has now closed, and this will be taken to Cabinet in March. The viaduct works are progressing well and are on schedule.

(Cllr Morris left the meeting at 8.18pm).

157.15 PROJECTS FOR INCLUSION IN BUSINESS PLAN

Cllr Burton explained some ideas that the parish council could take forward after further investigation and costing:

- i. Clearway on Downend High Street – A voluntary scheme to request the shops agree to place their signs in the same location to enable people to move more freely through the High Street.
- ii. Route for Woodland Fairy Trail – Similar to that in Claverton Down, to have small hidden doors on the base of trees on a woodland path. Perhaps promoted through Leap Valley or Britannia Wood. Options to be explored in liaison with the Friends Groups and Man & His Tools.
- iii. Review of dog and litter bin locations and their replacement – Work with the Friends of King George V to rationalise the bins and obtain costs.
- iv. Investigate reserves for Friends Groups of Open Spaces – Encourage Friends groups to have a long term plan and a wish list of their aspirations and vision for their open spaces. The groups could bring a defined plan to the parish council who could then consider a financial commitment each year moving forward.
- v. Clerk outlined that she had been contacted by a resident about the footpath between Glendale and Sandringham Avenue which has become overgrown with bramble and nettles. Resident requests that D&BH PC adopt the lane as it is particularly well used.

AGREED to contact the Land Registry in the first instance to ascertain ownership.

AGREED to authorise the necessary costs associated with this.

157.16 PROPOSALS

- i. **To provide a donation to Man and His Tools** – Finance & General Purposes Committee recommend a donation to Man and His Tools of £500. This will enable the group to not only pay for their insurance (as agreed Full Council September 2017), but also to assist with the opening of a bank account and cover any additional set up costs.

RESOLVED to provide £500 to Man and His Tools to ensure that the group can meet all the initial set up costs associated with making this an independent group.

157.17 CORRESPONDENCE

- i. Positive Activities Review – SGC is looking for ways to deliver positive leisure-time activities and provide young people with things to do, places to go and people to talk to. Survey and consultation runs until 15 November.
AGREED to respond individually.
- ii. Precept consultation from ALCA outlining the possibility of automatic precept referendums where Government deem increases in local council precept to be excessive. Consultation closes on 26 October.
AGREED not to make a response on this occasion.

157.18 COUNCILLORS CONCERNS

Cllr Griffiths raised concerns about various break-ins etc in Downend and the possibility of CCTV in the village. Cllr Burton outlined discussions at the recent Community Engagement Forum where this was discussed, although it was noted the problems with cost and trying to cover such a large area. Cllr Sood suggested liaising with the Police and other agencies to see what can be done. Cllr Griffiths also advised of the Junior Park Run every Sunday in Page Park.

Cllr Poole outlined details of a celebration in Kustom Flooring on 27 October in recognition of the Award received by D&BH in Bloom. Cllr Poole feels it would be prudent to have a plaque in recognition of this achievement, similar to those in Wells and Thornbury. Cllr Poole will seek costs for this project and bring forward to the next Finance meeting. Cllr Ogden suggested that The Horseshoe Pub should be included in any celebrations as their planters contribute to the overall effect in the village. **Noted.**

Cllr Ogden notified members that the Wessex service no. 10 does not run at regular times.

Cllr Baker suggested looking into signage for cycling through Downend.

Cllr Biggin and Cllr Poole attended the rededication at Badminton Road Methodist Church. Cllr Biggin provided dates of local events - 16 December Carols around the Clock Tower at Page Park; 2 December Christmas on the Hill.

Chairman

Date

D&BH PC has also been represented at:

- *Being a Good Councillor course – Cllr Herniman*
- *Planning in Plain English by ALCA – Cllr Baker*
- *Avon Pension Fund Employer Forum – Angela Hocking*

Meeting closed at 8.40pm.