

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 14 DECEMBER 2017

Present:

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

Officer: Angela Hocking.

Public: One member of the public.

159.1 WELCOME – Councillor Burton welcomed members.

159.2 APOLOGIES – Cllr Janet Biggin, Cllr Kathy Morris, PC James Rochford and PCSO Katrina Sheldrake.

159.3 DECLARATIONS OF INTEREST – Received from Cllr Herniman in relation to Bromley Heath Park.

159.4 ITEMS FROM THE PUBLIC

Resident queried which members of the Friends Group were on the Hill House Park working group. Clerk confirmed that the working group had not met since the site meeting with South Glos. Council and therefore no invitations had been sent for a further meeting. It was noted that the Chair of the Friends Group was in attendance at the site meeting.

Cleeve Hill planning application response by the Parish Council was questioned. Cllr Baker reported that the application was reviewed again at the latest Planning Committee meeting. The committee noted that there are now six objections on the website which were not known at the time of the initial meeting. The committee can see no reason at this stage to make an objection to this application.

159.5 ITEMS FROM THE POLICE

PC James Rochford provided a written report confirming that the Beat Team are continuing to patrol the area as well as working in conjunction with Trading Standards to combat thefts. He urges residents to review their own properties and fit devices to deter would-be offenders. He also requests that any suspicious activity is reported immediately to the Police.

PC Paul Fortune has confirmed to Cllr Herniman that two youths have been arrested who have been associated with ongoing problems in the area. PC Fortune hopes to attend January's Council meeting when it will be possible to discuss initiatives such as CCTV etc with him.

159.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2017

RESOLVED that the Minutes of the Council meeting held on 16 November 2017 be approved and signed as a true and accurate record.

159.7 MATTERS ARISING AND ONGOING ISSUES

- 158.9i – D&BH in Bloom confirm that the invoice from Landcare to cover the costs for the replacement five trees, stakes etc, will total £447.84 + VAT. In Bloom also advise that they are now having to place orders for 2018 from the annual £5,000 budget available. The invoice for this is not ordinarily generated until the summer.
- 158.15ii – Clerk has submitted the necessary Section 41 notification to SGC for a precept request of £304,500. Notification of the approved Council Tax Base, provisional Local Council Tax Reduction

Support Grant & Special Expenses information has been received from SGC which were offered for perusal. From the figures received, this shows a Band D Council Tax requirement of £66.86 compared with £67.38 for the current year. **Noted.**

- 158.15iii – Expression of Interest has been submitted for the S106 funding available from SGC.
- 158.17 – SGC have looked at moving the No Ball Games sign at Bromley Heath but found that it is attached back-to-back with another sign on the other side of the fence related to the residents parking area. The signs are old and brittle and the bolts rusted and, as such, the sign will be left but another small No Ball Games sign will be fitted to each of the pedestrian access gates. **Noted.**
- At full Council in October, Clerk advised that a resident had reported the footpath between Glendale and Sandringham Avenue had become overgrown. After making contact with SGC, they confirmed that they did not own the land in question. Having now made further enquiries at Land Registry, it is confirmed that the footpath is unregistered land.

AGREED that D&BH PC should not implement any maintenance to this footpath as legal ownership is unidentified.

159.8 URGENT ACTIONS – No report.

159.9 FINANCE & GENERAL PURPOSES

- 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 and **noted.** No questions raised. Balance of all accounts as at 30 November 2017 = £536,000.53.
- Spending in accordance with Business Plan** – Cllr Burton explained that he had compiled a breakdown of income and expenses, which includes a budget comparison and charts, which should prove useful when setting budgets etc. This document will be taken to the next Finance & General Purposes Committee meeting in January for adoption.

Cllr Burton also confirmed that he will be circulating a report itemising everything to do with the playing fields and pavilions moving forward. This will include action points and proposals for this project. The report will form the basis of discussion at the next Sports Pitches Working Group (SPWG) meeting on 3 January, 9.30am in the parish office, to which all members are invited to attend.

159.10 PLANNING COMMITTEE

Minutes of the meetings held on 31 October, 14 and 28 November were duly **noted.** There had been some confusion in relation to one particular application discussed at the meeting on 12 December. Following clarification about this concern, it was

AGREED that the Planning Committee will review the Minutes at their next meeting to ensure accuracy.

AGREED that Cllr Hunt will provide a brief summary to members explaining the planning system and the processes involved at South Glos. Council.

159.11 WORKING GROUP REPORTS

Sports Pitches Working Group (SPWG) –Clerk highlighted an email received from Downend Saints explaining that pitch one at King George V 'is not being maintained at the same standards as last season'. It appears they have observed on several occasions that the grass has not been cut and they

have had three postponed games this season. Last year, they only remember one postponed game. They also report drainage issues particularly prevalent in the left bottom corner of the pitch as you approach from the main car park.

AGREED to place this on the agenda for the next SPWG meeting in January.

Defibrillator Working Group – Confusion has arisen over the installation of the defibrillator. However, this has now been resolved and the defibrillator is in place.

AGREED that all the necessary paperwork and documentation that accompanied the defib should be returned to the Clerk as soon as possible in order that arrangements can be made for its commissioning.

Business Plan Working Group / Community Infrastructure Levy Working Group – No report.

WW1 Beacons of Light Working Group – Meeting to be convened in January.

Emergency Planning Working Group – Meeting to be convened in January.

Hill House Park – No further updates.

Bromley Heath Park – Cllr Ogden advised that after carrying out investigations on site, drawings are now being prepared to show the proposals for this project. These will be presented to the Friends group in the first instance and thereafter costings firmed up.

159.12 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. **Proposal to create new working group to look at work practices** – Cllr Burton and Cllr Griffiths have carried out the Clerk's annual appraisal. It now seems an opportune time to form a working group to ensure that the Clerk's time is being used in the best and most efficient way. This will include exploring options for the most appropriate computer system, accounting software, provision of comprehensive information for the accounts and working processes. The working group will consider options and make recommendations to Council.

RESOLVED to create a working group, as detailed above.

159.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Jon Hunt explained that the turning from Winterbourne on to the ring road is now back in operation. Daily figures for usage of the viaduct have risen from 55,000 vehicles per day to 61,000. The project is scheduled to finish on time.

159.14 PROJECTS FOR INCLUSION IN BUSINESS PLAN - None.

159.15 PROPOSALS

- i. **To approve signing up to the refreshed Charter between South Gloucestershire Council and Town/Parish Councils** – Clerk circulated the refreshed Charter which had been formally adopted by the Town & Parish Council Forum in October. No matters of concern were raised.

RESOLVED unanimously to approve signing up to the refreshed Charter, as documented.

- ii. **To ratify all Council policy documents, Standing Orders and Financial Regulations following review of Council Governance** – Policies are still under review. As such,

AGREED to defer this matter until full Council in January. Revised documentation will be circulated prior to the meeting and outlining all the changes that have been made.

- iii. **Proposal to approve nominations for Parish Champion Awards** – Nominations made as follows, which will be taken to full Council in January for settlement:

Individual category - Angela and Terry Boulton (Guardians of the defibrillator in Downend)

Business category - Tim Webb Window Cleaning

Voluntary category – Knit & Natter; Heathfest

159.16 GRAND APPEAL PUBLIC ARTS TRAIL 2018

Locations for the 2018 Trail are currently being considered. Having a sculpture in the area can attract potentially up to 1.2 million people visiting over a 9 week period. The Grand Appeal is open to having a sculpture located in Downend or the surrounding area; however, this would be dependent on finding a sponsor for the location. Gromits are available at a cost of £7,000. Timescales are very short to progress this and as such, Clerk has already contacted SGC to seek permission to progress this project on the land by Lloyds Bank which fits the criteria of the space available. Mark King has confirmed that SGC have no objection in principle. Discussions ensued and following a proposal by Cllr Hunt, seconded by Cllr Griffiths, unanimous,

RESOLVED to submit the required documentation to the Grand Appeal suggesting DOWNEND as a location for the Gromit Unleashed 2: Sculpture Trail Location for 2018.

AGREED, if successful, to sponsor a 'Gromit' in the sum of £7,000.

159.17 CORRESPONDENCE

- i. New Governors at Bromley Heath Junior School – Clerk circulated information about the current vacancy to members.
- ii. D&BH Parish Biodiversity Action Plan – The newly adopted parish level of the South Glos Biodiversity Action Plan was circulated. The document has maps showing the parishes designated wildlife sites etc. It is a live document so can be changed for use on any local projects. The document may also be used when commenting on planning applications to ensure compliance with our legal duties to have due regard for biodiversity.
- iii. South Gloucestershire Council Chair's Community Awards – Information on how to nominate an individual or group was explained to members.

Clerk also outlined the change to over-subscription criteria for school admissions. The Castle School Education Trust (CSET) is consulting on a proposed alteration to the 4th criterion from 'Children living outside the Area of Prime Responsibility' (APR) to 'Siblings living outside the APR and Non-siblings living outside the APR'.

159.18 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

Cllr Hunt pointed out that some of the lights are not working on the solar powered Christmas trees. In addition there is some graffiti on a motif by the Mezze.

AGREED that the Clerk will report the above to Plantscape and ascertain the way forward.

Chairman

Date

Meeting closed at 8.10 pm.