

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 16 NOVEMBER 2017

Present:

Members: Councillors Janet Biggin, Ben Burton (Chair), James Griffiths, Sharon Herniman, Jon Hunt, Kathy Morris, Colin Ogden, Sheila Ottewell, Raj Sood and Anita Woodburn.

Officer: Angela Hocking.

Public: One member of the public.

158.1 WELCOME – Councillor Burton welcomed members.

158.2 APOLOGIES received from Councillor Martyn Poole, Councillor Mike Baker and the Police.

158.3 DECLARATIONS OF INTEREST – None received.

158.4 ITEMS FROM THE PUBLIC – No report.

158.5 ITEMS FROM THE POLICE

PC James Rochford has provided a written update on the Downend firework display. It seems it was a very busy evening for the Police, especially post the display. 4 youths were arrested and 2 others are due to be dealt with for other offences including possession of Cannabis and failing to leave a dispersal zone when directed. They had 6 Special Constables on duty who were of enormous help.

The Police are in the process of trying to have the South Glos ASB CCTV erected along Westerleigh Road, adjacent to the Huntsman, as calls from residents in this area have increased significantly.

158.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 OCTOBER 2017

RESOLVED that the Minutes of the Council meeting held on 19 October 2017 be approved and signed as a true and accurate record.

158.7 MATTERS ARISING AND ONGOING ISSUES

157.7 – Renovation of the Britannia plaque is being looked into by the company who originally manufactured and installed it – Woodstock South West Ltd.

157.7 – Sign for parish office has arrived, although fixings are awaited.

157.7 – Skate Park – Despite requesting 3 quotations, only Gravity and SGC have been in contact with the Clerk. Gravity's quote received at £4,800 (repainting surfaces). SGC have quoted £921.29 for the repairs necessary, plus an additional sum for repairs to a missing gate (yet to be quoted for). SGC say that to completely redo the surface is a £10K+ task. Issues will be in the transference of tarmac to site and the double handling involved/time. If members feel this is something worth considering, SGC will work on a cost and plan of works. Members considered the options available and following a proposal by Cllr Hunt, seconded by Cllr Morris,

AGREED unanimously to request South Gloucestershire Council to carry out the necessary repairs to the skate park, in the sum of £921.29. Quotation for works to the gate awaited.

155.15i – Clearway on Downend High Street – SGC's policy on A-boards is that businesses may have one small A-board on the footway immediately outside their premises. It should be close up to the premises concerned and positioned so it doesn't cause an obstruction. D&BH PC could negotiate a local arrangement with the traders that is in line with this policy. SGC would not have any objections. Due to the positioning of

trees and other street furniture, it may be that the most appropriate location for A-boards to be positioned to minimise obstruction is at the kerb side of the footway rather than close up to the shop frontage. Discussions needed with the local shopkeepers and the visually impaired.

157.15ii – Route for Woodland Fairy Trail – Clerk has approached Downend Men in Sheds who will look into what is required and costs. . Clerk suggested that this could be done at Britannia Wood as Leap Valley is not Council owned.

AGREED to bring forward at the next Friends of Lincombe Barn Park & Woods meeting.

157.15iii – Clerk is liaising with Julia Bainton from the Friends of King George V group who is happy to work with the Parish Council on a review of the bins. First step will be to undertake an audit of what is already in place.

157.16 – Man and His Tools have been renamed as Downend Men in Sheds. The constitution has been discussed and the bank account is in the process of being opened.

158.8 URGENT ACTIONS

A coping stone at the entrance to the car park of King George V, Westerleigh Road, has been knocked off. Clerk is arranging its repair, the cost of which is £202 as a lorry and crane are required. **Noted.**

Vandalism has been sustained to four bus shelters at Westeleigh Road and North Street. Clerk is obtaining quotations for the necessary repairs.

158.9 FINANCE & GENERAL PURPOSES

i. Recommendations from Committee following meeting held on 9 November

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

- The Parish Council is unable to voluntarily register for VAT from 01.04.18 as the date is more than three months in the future. The application needs to be resubmitted in the New Year.
- Crown lifting works to trees at Bromley Heath Park have been authorised by SGC at a cost of £250.
- Replacement of bus shelter Perspex panels at Quakers Road/Bromley Heath Road has been agreed totalling £298.
- Full Council agreed £306 to replace trees, stakes etc at King George V following vandalism. A further two trees have been destroyed since this time. F&GP recommend purchasing 20 tree guards/cages totalling £200. If taken from the budget agreed, this will only leave £106 for the required trees and stakes. After discussion,

RESOLVED that five trees are purchased to replace those that have been damaged at King George V Playing Fields.

- Council Tax Special Expenses have been provided by SGC which show a large reduction in the charges for D&BH PC due to a rebate for the cost of maintenance for the playing fields.
- Two padlocks have been purchased for the gates to the playing fields, costing approximately £60 each.
- Meeting arranged with the ASB and Community Safety Team at SGC and members of D&BH PC to discuss the possibility of CCTV at the playing fields and throughout Downend village.
- Localism charges have been received for April 2018. Based on a 3 year contract the total is £11,082.92 which will increase annually based on an annual minimal CPI increase. Subsequent to the meeting, Clerk has received a detailed specification which was made available to members.

AGREED to accept the Localism quotation from SGC in the sum of £11,082.98 for 2018/19. NOTED that this figure is based on a 3-year contract.

- Downend Men in Sheds are looking into the possibility of relocating a container currently situated at Downend Library into the car park adjacent to the Badminton Road pavilion. Costs associated with this will be borne by Men in Sheds. SGC and the Friends group have no objection in principle.
- The Royal Mail redirection service will not continue at renewal in December.
- Avon Pension Fund request that a Stage 1 Officer is appointed to deal with any appeals. This is normally the function of the Chair.

AGREED that the Chair of D&BH PC is the Stage 1 Officer.

- War memorial – The Scout group have given their permission for the war memorial to be cleaned. Three quotations have been obtained, all as detailed within the Finance minutes.

AGREED to accept the quotation from Atwill Stone Company Limited in the sum of £695. ACTION – Clerk to contact the companies concerned to advise of Council's decision.

- Stickers to be purchased for the defibrillator – minimal charge – to be advised.
- Christmas tree has been secured by SGC at £1163 to include delivery, installation, dismantling and environmental disposal.

RESOLVED to accept the recommendations from the Finance & General Purposes Committee, as outlined in the matters above.

- 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 31 October 2017 = £550,440.01.
- iv. **Spending in accordance with Business Plan** – No report.

158.10 PLANNING COMMITTEE

Minutes of the meetings held on 31 October and 14 November were duly **noted**.

158.11 WORKING GROUP REPORTS

Sports Pitches Working Group (SPWG) – Meeting to be arranged in the very near future of the SPWG. In addition, a meeting will be convened with the local tennis clubs in relation to the funding opportunities available.

Defibrillator Working Group – The defibrillator in Quakers Road will be installed in the near future, following a recent survey of the installation site.

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 – No report.

Hill House Park – No further updates.

Bromley Heath Park – Quotation for open planters has been received for £1700. Another option being explored is for the installation of a picket fence with gate, which involves less maintenance. As

works to the tree have been agreed with South Gloucestershire Council, some trial digs will be carried out to progress this matter in the very near future. **Noted.**

158.12 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 – None.

158.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Hunt provided a comprehensive report on meetings and events recently attended. Cllr Biggin also reported on the latest Downend Business Community meeting.

158.14 PROJECTS FOR INCLUSION IN BUSINESS PLAN

Cllr Poole circulated a proposal explaining that the Knit and Natter Group have been buying bears and knitting jumpers for them to give to children attending specialist treatment at the Childrens Hospital. Cllr Poole asked if the Parish Council could purchase 50 bears so Knit and Natter can knit and embroider the jumpers. Cost implications depend on the number purchased but London Teddy Bears can provide 10 at £39.95.

RESOLVED to go ahead with the purchase of 50 teddy bears, as detailed in the report by Cllr Poole.

Cllr Ogden suggested that the basketball court in Bromley Heath park is re-lined as the existing lines are all but gone. In addition, It was proposed that goal posts are painted at either end.

AGREED – Clerk will obtain costs and take to the next meeting of the Finance & General Purposes Committee.

158.15 PROPOSALS

- i. To ratify all Council policy documents, Standing Orders and Financial Regulations –**

RESOLVED to defer this matter until December’s Council meeting.

- ii. Proposal to accept budget and Precept request for 2018/19 –** Members were provided with budget information and a precept calculation for 2018/19. As recommended by the Finance & General Purposes Committee,

RESOLVED to request a precept of £304,500 for 2018/19 (0% increase).

- iii. Proposal re. S106 funding for outdoor sports facilities -** D&BH PC is informed that S106 funding for outdoor sports facilities is available in our area. Clerk provided details of which S106 funds could be applied for, the amount of funding available, how to apply and how the funds will be awarded. The information also sets out which other organisations are eligible which provides an opportunity to discuss partnership applications. Deadline for Expressions of Interest is 18 December.

RESOLVED to submit an Expression of Interest based on the information obtained for the renovations of the pavilion at King George V.

- iv. **Proposal to approve nominations for Parish Champion Awards for the categories of Individuals, Business and Voluntary Groups** – Nominations were invited for the Parish Champion Awards. Cllr Biggin nominated Tim Webb for his continued support in maintaining the bus shelters and information boards throughout the parish. To be further discussed at a future Council meeting.

158.16 CORRESPONDENCE

- i. West of England Joint Spatial Plan (JDP) Update October 2017 – The public engagement is due to run from 22 November until 10 January 2018.
- ii. Have your say on a Food Plan for South Gloucestershire – consultation runs until 5 January 2018.
- iii. Have your say on an Ageing Better Plan for South Gloucestershire – consultation runs until 12 January 2018.

AGREED to submit individual responses to the above consultations.

158.17 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

Cllr Ogden explained that the red 'No ball games' sign in Bromley Heath Park cannot be seen as it is being slowly overgrown by shrubs etc.

AGREED to ask SGC to move the sign to a more prominent position along the fence line.

Cllr Herniman queried General Data Protection Regulation (GDPR) in relation to the parish council. The National Association of Local Councils (NALC) are keen to build up a better picture of the impact of GDPR on parish and town councils, including estimated costs of compliance and support needed. Full guidance is awaited and this is being monitored by the Finance & General Purposes Committee.

Cllr Herniman asked if SGC were doing anything following Clerk's contact in connection with problems at the cemetery near King George V. A lady was visiting her baby's grave and watched people jumping over the fence onto the graves. There was also a report of a puppy bounding over the graves, not on a lead. Obviously, this is very upsetting in such a tranquil place. **NOTED.** Clerk will chase this matter and enquire as to what action has been taken.

Cllr Morris suggested that the newsletter article in Downend Voice to be distributed at Christmas could be a photograph of all Parish Councillors and Clerk around the Downend Christmas tree.

ACTION – Clerk will circulate a list of dates to members.

Chairman

Date

Meeting closed at 7.50pm.