

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 18 JANUARY 2018

**Present:**

Members: Councillors Mike Baker, 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: Two members of the public.

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

**160.2 APOLOGIES** – Received from Cllr Martyn Poole.

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

**160.4 ITEMS FROM THE PUBLIC** - Elizabeth Shepherd advised that the next meeting of the Community Engagement Forum is on 1 February at Emersons Green Village Hall, 7pm.

**160.5 ITEMS FROM THE POLICE** – No report.

**160.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14 DECEMBER 2017**

**RESOLVED** that the Minutes of the Council meeting held on 14 December 2017 be approved and signed as a true and accurate record.

**160.7 MATTERS ARISING AND ONGOING ISSUES**

159.10 – Cllr Hunt has prepared some slides and information about the Planning system. This will be presented at full Council in February.

**160.8 URGENT ACTIONS**

Two bus shelters on Downend Road and on Westerleigh Road have been damaged. Quotation for cost of repairs received at £176.00. Clerk has given authorisation for the repairs to be carried out. **Noted.**

Email from resident at Cleeve Lodge Close raising concerns about the condition of the wall between his property, Cleeve Lodge and King George V. Having checked the Deeds with SGC, they are silent on boundary responsibility for the Council owned land. However, if there is potential danger in the wall falling, then D&BH PC, if it is leaning into the field, should possibly erect some temporary fencing. Having spoken to the Chair of the Friends Group, Mary Lewis, it is not felt to be dangerous at the moment. Resident will proceed with discussions with Cleeve Lodge to get the wall on his side repaired and asks if D&BH PC wish to be included in these discussions. The alternative is to monitor the condition of the wall on a regular basis.

**AGREED** to ask Brad at Prestige to provide an assessment of the wall in the first instance.

**160.9 FINANCE & GENERAL PURPOSES**

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

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

- ii. **Spend to date against budgets and account balances** – Budget report was circulated and **noted**. No questions raised. Balance of all accounts as at 31 December 2017 = £526,162.38.
- iii. **Spending in accordance with Business Plan** – Cllr Burton advised that during the new financial year, and on an annual basis, the Finance & General Purposes Committee will look at the Business Plan alongside the new financial report to set the Council’s objectives.
- iv. **Recommendations from Committee meeting held on 4 January**

The following matters were recommended by the F&GP Committee:-

- Accounting software needs to be explored by the Working Practices working group in an attempt to get this in place before the start of the new financial year. **AGREED.**

- If the Clerk is unable to work, members raised concerns about how payments can be made on behalf of the Parish Council. In an endeavour to explore options,

**AGREED to amalgamate the Working Practices working group with the Emergency Planning working group moving forward.**

- External Auditor for 2017/18 is PKF Littlejohn LLP. **Noted. No conflicts of interest reported.**
- VAT – Clerk has not resubmitted the voluntary registration of the Parish Council to HMRC. SLCC have provided advice following enquiries made by the Clerk.

**AGREED to ensure the online facility reflects the necessary VAT status prior to any bookings being made for the 18/19 season.**

- Quotation from Avon Road Mark Ltd to line the basketball court and provide lines to the kick boards to denote goal posts received in the sum of £455.

**AGREED to accept the quotation from Avon Road Mark as detailed.**

- Litter bin at Bromley Heath Park is rusting away. A similar Glasdon bin costs £350.48.

**AGREED in principle to proceed. Clerk will liaise with the Friends Group regarding the type/style of bin considered appropriate at this location.**

- Clerk has obtained prices from Initially Yours at Hambrook for an alternative uniform, which compared favourably to Linela, the company previously used in Olveston. Blouses range up to £30.30 each, cardigan £27.20 and fleece £26.60.

**AGREED to take forward at the next meeting of Finance & General Purposes.**

- Councillor training –

**AGREED that it would be useful to allocate one full Council meeting per year towards training for members.**

- Clerk’s appraisal has been undertaken by Chair and Vice Chair. As an employer, it would be helpful to have some guidance on this for the future.

**AGREED. Clerk has supplied Chair with a publication to this effect from the SLCC.**

*(Cllr Morris arrived at 7.19pm).*

- Defibrillator article in Downend Voice – concerns were raised at how this article had been communicated to the public, as the defibrillator had not actually been commissioned at the time Downend Voice was distributed. Cllr Morris will be creating an article for the next edition for clarification.

#### **160.10 PLANNING COMMITTEE**

Minutes of the meetings held on 12 December and 9 January were duly **noted**.

#### **160.11 WORKING GROUP REPORTS**

##### **Sports Pitches Working Group (SPWG) –**

Clerk reported that community groups had been confused with who they should now be contacting to book an event at the playing fields. This has now been agreed with SGC as follows:

1. The organiser should complete the **South Glos Council Event Hire Form**.
2. The completed form should be sent to Downend & Bromley Heath Parish Council (D&BHPC) in the first instance.
3. D&BH PC will confirm to the organiser whether or not the proposed date is available and the charges that will be made, including a deposit. A copy of our Regulations will also be sent at this time.
4. If the costs are acceptable to the organisation, D&BHPC will subsequently forward the Hire Form to SGC Community Spaces for their information and attention as Landlords.
5. The supporting documentation that will be required, ie, risk assessment, site plan, insurances etc should be sent to the Parish Council when completed and in plenty of time prior to the event. Again, this will be forwarded to SGC by the Parish Council to enable them to ensure that this is all satisfactory and in order.

**Noted.**

**Defibrillator Working Group** – Clerk has liaised with The Bromley Tea Rooms and all paperwork has been returned to get the defibrillator commissioned. Photographs have been sent to AED as part of this process. AED state that the defibrillator has not been installed in the recommended way, ie, without sealant around the edges of the cabinet abutting the wall. The purpose of this is to ensure there is no ingress of water/dampness through the 4 screw holes that hold the cabinet to the wall. This would negate the 10-year warranty. The Bromley Tea Rooms are attempting to rectify this. Cllr Herniman has been appointed as Guardian for the defibrillator and following receipt of the first report from her, the defibrillator will be commissioned.

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

**WW1 Beacons of Light Working Group** – Meeting to be convened in the coming weeks.

**Emergency Planning Working Group** – The group will be combined with the Working Practices group moving forward.

**Hill House Park** – No further updates.

**Bromley Heath Park** – Cllr Ogden has spoken to SGC about disability access for the proposed project. However, South Glos Officers seem unable to provide guidance in this respect.

**AGREED that Clerk will contact Tina Rainey in an attempt to progress this matter.**

**Working Practices** – No report.

## 160.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

### 160.12.1 Matters to refer to working groups or if objectives need changing –

Cllr Griffiths and Cllr Woodburn raised concerns about vandalism, crime and anti-social behaviour in the area. Cllr Griffiths proposed the setting up of a working group to quantify the problem and present findings and possible solutions. It was suggested attendance at the next Community Engagement Forum to highlight concerns and invite other people outside of the Parish Council to join the group. Cllr Morris is also looking into this in her capacity as a South Glos Councillor.

**AGREED that Cllr Griffiths and Cllr Woodburn set up a working group to explore options and fact finding, to bring forward to Cllr Morris and the Parish Council.**

**AGREED – Clerk will highlight the recent vandalism at Pomphrey Hill to Prestige Grounds, requesting that he check the perimeter of the playing fields to prevent a similar occurrence.**

**Grand Appeal Public Arts Trail:** As recommended at full Council in December and authorised by the Finance & General Purposes Committee, invoice for sponsorship of a Gromit has been paid in the sum of £7,000 + VAT, total £8,400. Members were circulated with an Agreement for signature, Key Trail information and a website and logo information form.

**RESOLVED that the contract is signed and two copies returned to the Grand Appeal by the Clerk.**

Upon receipt of the contract, the Gromit Unleashed 2 logo and other assets for use will be sent to the Parish Council. There will also be some copy which will assist in the article for Downend Voice. The Grand Appeal have requested sight of the article before going to print.

**RESOLVED to create an article for Downend Voice, which will be circulated to the Grand Appeal, as requested, prior to submission to Downend Voice.**

In view of the amount of marketing and promotion that this project will involve, Clerk suggested setting up a working group to progress matters.

**AGREED to set up a 'Gromit' working group.**

**AGREED that the working group liaise with the Clerk AS SOON AS POSSIBLE to complete the sponsor information form, for return to the Appeal.**

Clerk has arranged a meeting with Helen Haskell, Corporate Partnerships Manager of the Grand Appeal to see the area where the Gromit will be sited and to discuss plans for the Trail. Meeting arranged for 26 January, 9.30am, convening initially at the Parish Office. **NOTED AND AGREED.**

D&BH in Bloom have suggested that bunting in the High Street this summer would very much enhance the overall area. With this in mind, they ask if the parish council would consider funding the purchase of the bunting. In Bloom members would be willing to install. 280m of bunting in various colours is currently costed at £157.99 exc. VAT.

**AGREED not to pursue this at the current time as Cllr Herniman explained that she had large amounts of bunting available.**

Clerk outlined details of the Parish Council's insurance for volunteers etc throughout the 'Gromit' project:

**NOTED that volunteers, councillors and employees undertaking activities on behalf of the parish council are covered automatically by the Employers' and Public Liability sections of our insurance. If aged over 16 and under 86, they are also covered by Personal Accident. To reduce the likelihood of injury or damage arising, a risk assessment of the proposed tasks should be completed and kept on record.**

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

DOWNEND SCHOOL - Nick Smith from Downend School has written to say that the school are in the process of starting the new school garden and wished to thank the parish councillors for their generous donation last year. Also their Royal Horticultural Society 'Green Plan-it' team recently won the most Innovative garden design for their school project.

Downend School been encouraged to look at a Royal Horticultural Society fund 'Greening Grey Britain' (linked to the RHS Campaign for school gardening) which is all about transferring 'grey' unused spaces into useful community gardens. Mr Smith is looking for a local organisation such as Downend & Bromley Heath in Bloom or the Parish Council to be a local link with them (there is no other commitment) and make their garden part of the communities drive for green spaces. The garden will not only teach students a lot about constructing a garden but also about plants and wildlife and the ongoing commitment that gardening entails.

In addition the school is embarking on a community history project that has so far involved talking to Historic England and a community arts coordinator. They are looking to create an ongoing history project that they hope will inspire the creation of a heritage map, art works (both temporary and permanent), writing songs, an evening of film, a history trail and hopefully a school and community event.

**AGREED to support these projects where possible, in association with D&BH in Bloom and the Friends Groups.**

INFLATABLE THEME PARK – Information on this event was brought to the attention of the Clerk and subsequently circulated to members. The event involves inflatables, slides and bouncy castles. Members considered that the sports pitches would be generally used during the summer and events have already been confirmed for our local organisations.

**AGREED not to pursue such an event at the present time.**

**160.12.3 Christmas Lighting –** Clerk has circulated feedback on the solar powered Christmas lighting to members. Discussions ensued as to whether or not to continue with the solar powered lighting in 2018.

There are currently 5 sets of motifs that require repair which are being stored by City Illuminations. The other motifs are all stored at SGC. SGC suggest that, if the lights were to be sold, it would be prudent to contact either Filton or Patchway Town Councils as some of their stock is declining.

**AGREED to obtain a quotation from Plantscape to provide solar powered Christmas lighting for 2018.**

**AGREED to obtain 2/3 alternative quotations, ie, for lights in the trees through the High Street and additional lighting for the main Christmas tree.**

**160.12.4 To discuss publicity and format of Annual Assembly (see Minutes May 2017, 153.20) –** The Community Plan group would need to be an item on the agenda at the Annual Assembly, in accordance with their Constitution to formally dissolve the group and to dispose of remaining funds, which it is hoped will be passed over to the Parish Council to be used towards a defibrillator at Cleeve Wood.

**AGREED – Clerk will create a skeleton agenda, which will be finalised and circulated in due course.**

#### **160.13 SOUTH GLOUCESTERSHIRE COUNCIL**

**RESOLVED that in view of the special confidential nature of the business about to be transacted, it is advisable in the public interest that the public/press be temporarily excluded and they are instructed to withdraw.**

A verbal confidential report was received from Cllr Jon Hunt.

**RESOLVED the meeting return to open session.**

Clerk has circulated information on the new electoral arrangements for South Gloucestershire from The Local Government Boundary Commission, which was **noted**. As D&BH is an area directly impacted by the review, the Democratic and Member Services Manager at SGC would like a meeting with the Clerk, Chair and any other members during March/April 2018 to discuss the implementation process and to provide an opportunity to ask questions.

**NOTED. Clerk, Cllr Burton and Cllr Baker will attend the meeting. Date to be confirmed.**

Cllr Kathy Morris advised that she hoped to provide MAF funding to Downend Men in Sheds so they may create seating around the planters in Downend High Street. Downend Men in Sheds are now constituted and have their own bank account.

Clerk has copied SGC Councillors into emails concerning the speed of traffic along North Street. In addition, Cllr Griffiths has brought forward a suggestion for a scheme to be put in place along Salisbury Road. Having looked at the process to request a new traffic management or safety scheme, such a project will require the support of at least one local ward member and parish councillor on behalf of the parish council. Cllr Biggin explained that she had been in contact with Christ Church School about this proposal who agree that a pelican crossing is required.

**RESOLVED that Downend & Bromley Heath Parish Council, in addition to the South Gloucestershire members, unanimously supports a scheme of traffic management and road safety in North Street.**

**RESOLVED to request a speedvisor to be installed by The Foresters public house in Salisbury Road.**

Cllr Biggin has raised the damage to the Downend roundabout with the Clerk, which is being actioned. Cllr Biggin also requested that volunteers get in touch with her if they wish to help with Heathfest (14.07.18) and C in the Park (24.06.18). Cllr Biggin advised that South Glos will be welcoming a Fair Trade producer from Nicaragua from 24 February-11 March.

#### **160.14 COUNCILLOR SUGGESTIONS ON PROJECTS FOR INCLUSION IN BUSINESS PLAN**

Cllr Baker and Cllr Herniman raised concerns that the Parish Council is not always advised of maintenance work in the area.

**AGREED that this matter is raised with South Gloucestershire Council.**

## 160.15 PROPOSALS

- i. **To accept and approve proposals in relation to the Sports Pitches, as recommended by the Working Group** – Clerk put forward a proposal on behalf of the SPWG to
- Renew the contract with Prestige Grounds on a 3 year term at £19,650. In addition to bin emptying at £1,400. Agreement to include a break clause so that in the event that the pavilions are redeveloped, this may require a variation to requirements. Such a break clause could be subject to a three month notice period.
  - Implement an inflationary increase in the charges for 2018/19 to be reviewed following any redevelopment of the pavilions.
  - Introduce a surcharge for large events to provide a donation towards the Friends Group where the playing fields are extensively used (ie, fireworks event).
  - Introduce a surcharge to be made for large events for the Clerk's time during the organisational period.
  - Charges for not-for-profit events to increase by the rate of inflation. Again to include a stipulation that if the management of the event requires more than two hours of the Clerk's time, D&BH PC reserve the right to charge a £30 administration fee.
  - Deposit of £150 to be taken for events for general use of the fields, in the same way as user groups pay a deposit for use of the pavilion.
  - Update Regulations to include the above changes.

**RESOLVED to accept the proposals, all as detailed above.**

- ii. **To approve a provisional specification for the pavilions at Badminton Road and Bromley Heath, and to pursue funding opportunities** – The following specifications will be used to obtain estimates from modular building companies, and the designs will also form the basis of any further budget costings for improvements using traditional building methods:-

Badminton Road –

- Entrance lobby
- 4 x changing rooms with showering facilities
- Lockers outside the changing facilities for teams to use so that changing facilities can be used by more than one group
- Toilets for the public that are separate from the changing area
- Changing area of officials
- Club room/recreational multi-purpose space
- Kitchen
- Office
- Electrical meter and boiler room
- Cleaner's store
- Sports equipment, grounds maintenance and waste storage
- Bar facility
- Covered exterior area with power points for 'Men in Sheds', Downend & Bromley Heath in Bloom or other external activities

Bromley Heath –

- Entrance lobby
- 2 x changing rooms with showering facilities
- Toilets for the public that are separate from the changing area
- Accessible toilets and changing facilities
- Changing area of officials
- Small club room /recreational multi-purpose space
- Kitchen
- Electrical meter and boiler room

- Cleaner's store
- Sports equipment, grounds maintenance and waste storage
- Possible covered exterior area with power points
- Upgrade to tennis facilities to include new court covering, keyless entry system and floodlights (only carried out if funding from the Lawn Tennis Association, LTA, is provided)

**RESOLVED to accept the specifications detailed and obtain estimates for modular buildings, in the first instance, to get an idea of costs.**

**RESOLVED that, as the parish council will already be spending money on the pavilion at Bromley Heath, to apply for match funding from the LTA.**

- iii. **To ratify all Council policy documents, Standing Orders and Financial Regulations following review of Council Governance** – The changes that have been made to the above were highlighted to members, who were able to peruse the policies in full.

**RESOLVED to accept the policy changes, all as detailed.**

- iv. **Proposal to approve nominations for Parish Champion Awards** – Nominations made as follows:  
**Individual category** – Elizabeth Shepherd  
**Business category** - Tim Webb Window Cleaning  
**Voluntary category** – Heathfest

**RESOLVED to make awards to each category at the Annual Assembly.**

#### 160.16 CORRESPONDENCE

- BEIS Consultation of a new National Policy Statement for new nuclear power stations including Oldbury. **Noted.**
- Have your say on the draft Climate Change Strategy. **Noted.**
- Home Choice Re-Housing Policy Consultation 2018. **Noted.**
- South Gloucestershire Libraries Annual Report. **Noted.**
- Special Educational Needs and/or Disability draft Strategy Public Consultation. **Noted.**
- South Gloucestershire Green Spaces Friends Forum – The Friends of Kingswood Park have given written evidence to the parliamentary select committee studying the UK parks and green spaces. The committee recommend that Friends groups form forums as a base for interaction with the local authority. The local authority can then consider green spaces as one portfolio rather than as individual sites. Response is requested asking whether or not the parish council is interested and supports the forming of such a forum.  
**AGREED to circulate to the Friends Groups.**
- Email received about the deterioration of the telephone kiosk in Downend. This is covered in graffiti and is often used as a shelter for smokers. Clerk asked members for their comments.  
**AGREED to obtain the usage figures from BT and establish if a maintenance programme is in place.**
- Highways England's Strategic Road Network Initial Report. **Noted.**

#### 160.17 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS – None.

Chairman

Date

*Meeting closed at 8.50pm.*