

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL THURSDAY 15 FEBRUARY 2018

**Present:**

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

Officer: Angela Hocking.

Public: One member of the public.

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

**161.2 APOLOGIES** – Received from Cllr Kathy Morris, Cllr Martyn Poole and PC James Rochford.

**161.3 DECLARATIONS OF INTEREST** – None.

**161.4 ITEMS FROM THE PUBLIC** – Resident thanked the Parish Council for cleaning the war memorial.

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

**161.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 18 JANUARY 2018**

**RESOLVED** that the Minutes of the Council meeting held on 18 January 2018 be approved and signed as a true and accurate record.

**161.7 MATTERS ARISING AND ONGOING ISSUES**

- 160.8 – Prestige Grounds have inspected the wall between a property at Cleeve Lodge Close, the Care Home and King George V Park and consider that it is not a cause for concern at the present time. Clerk has therefore responded to the resident of Cleeve Lodge Close in this respect. Since this time, resident has copied the parish council into correspondence with Cleeve Lodge Residential Care Home which contains a surveyor's report. The analysis of the report indicates the wall is currently unstable and it is recommended a Chartered Structural Engineer further assesses the condition of the wall and draws up a design and specification for remedial work. **Noted.**
- 160.9 – Avon Road Mark have completed the lines to the basketball court at Bromley Heath which are a great success.
- 160.11 – The defibrillator at Quakers Road has been commissioned.

**AGREED** – Cllr Herniman and Clerk to liaise on ensuring the appropriate notices are displayed.

- 160.12.3 – Plantscape have confirmed that they will maintain the price for Solar Powered Christmas Lighting in 2018, ie, £5,160. Clerk is obtaining quotations for Christmas tree lighting and lighting in the High Street trees, which will be taken to the next Finance Committee meeting.

**AGREED** - Cllr Ogden will discuss with D&BH in Bloom whether the post by the Mezze can be raised to avoid vandalism of the Christmas lights in the future.

- 160.13 – Clerk and Cllr Biggin are liaising with Christ Church School in an attempt to gain evidence in support of the application for traffic management at North Street.
- 160.14 – SGC have acknowledged that the Parish Council were not originally informed of the lighting problems in Bromley Heath as this was a Western Power Distribution matter. However,

whilst the parish council would not need to know about all the works being undertaken in the parish, it is hoped that any larger or more significant matters will be reported to the Clerk.

- 160.15ii – Estimates for modular buildings have been requested. Clerk circulated one such proposal from Modulek.
- 160.15ii – Clerk and Chair have arranged a meeting with the local tennis clubs in an attempt to start an application for funding from the LTA.
- 160.15iv – Elizabeth Shepherd has decided not to accept the award of Parish Champion so Clerk has subsequently contacted the Guardians of the Downend defibrillator, who have accepted the invitation to attend the Annual Assembly to collect their certificate. Tim Webb and representatives from Heathfest have also accepted their awards.
- 160.16 – BT have agreed to assess the telephone kiosk in Downend and advise that there is no scheduled plan for this payphone to be removed.

**AGREED – Clerk to chase this once again to ensure that the kiosk is in a good state of repair before the Gromit Trail.**

- Following receipt of the Community Infrastructure Levy funds last year, it was agreed that a proportion of the funds should be spent on cycle stands at Quakers Road. Clerk has now been in contact with Life Cycle UK who are operating a scheme called ‘Take a Stand’, a small pilot scheme funded by SGC which provides up to 4 cycle stands free – the only cost being installation.

**AGREED – Cllr Sood will liaise with the shopkeepers at Quakers Road to ascertain the best positioning of the stands. Once a conclusion is made, it may be that the shopkeepers place an order directly depending on whether they are sited on privately owned land or on South Glos land.**

**ACTION - Cllr Sood to report back to Council. Installation of stands can be paid for from CIL funds.**

- Britannia Memorial – Woodstock South West (who originally installed the memorial and plaque) have now been able to assess the work required to restore the plaque which totals £1,208. After discussions and from previous quotations received,

**RESOLVED to accept the quotation from Woodstock South West to undertake the restoration of the Britannia memorial.**

**161.8 URGENT ACTIONS** – None reported.

#### **161.9 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 31 January 2018 = £505,786.84.
- Spending in accordance with Business Plan** – No report.
- Recommendations from Committee meeting held on 1 February**
  - VAT – HMRC confirm that the parish council’s application to register for VAT has been approved effective 1 April 2018. As agreed by F&GP, clerk has now met with the internal auditor to seek advice on procedures for D&BH PC. The Auditor would like to book an additional appointment with

the Parish Council in early July to look at the first VAT return and to ensure satisfactory working practices in view of the potential new accounting software being investigated by the Working Practices working group.

**AGREED to book the internal auditor for a review of working practices in July 2018.**

- LITTER BIN EMPTYING – There is one litter bin at Bromley Heath Park which does not get emptied by SGC, and was not on the original specification for D&BH PC. As such, the additional bin will be emptied by Prestige which will total 15 bins across the two sites. Total cost 15 x £100 pa = £1,500 per year. **AGREED.**
- REGULATIONS – It is apparent that the sports pitches regulations need to be updated in relation to event hire, removal of rubbish from site, and procedures in relation to matches being called off. There was a recent instance of a match being played despite the grounds staff requesting otherwise.

**AGREED that updated Regulations will be looked at the next meeting of the Sports Pitches Working Group.**

- PREVENTION OF VANDALISM – Members acknowledge that replacement fencing and gates at both the Westerleigh Road entrance to King George V and the Sutherland Avenue entrance to Badminton Road Paying Fields are necessary to ensure that no vehicles can enter the site. As such, quotations have been sought for fencing similar to that on the ring road, in addition to gates / posts.

Quotations received as follows:

- |                              |           |
|------------------------------|-----------|
| ○ C & R Fencing              | £3,289.00 |
| ○ Heritage Sheds and Fencing | £3,395.44 |
| ○ Prestige Grounds           | £3,000.00 |

**NOTED that Clerk has received verbal Landlords consent from Tina Rainey, South Gloucestershire Council, to proceed with the work.**

**RESOLVED to accept the quotation from Prestige Grounds in the sum of £3,000 to implement the works, all as detailed in their quotation, although to request fire retardant treatment.**

**AGREED that the car park at Westerleigh Road will need to be closed for two days whilst the work is ongoing and notices providing advanced warning of this will be installed. This closure has also been agreed with Tina Rainey, SGC.**

**AGREED – Clerk to liaise with the Friends Group about the intended works.**

- BROMLEY HEATH PAVILION – The pavilion roof is leaking although it is not considered to be a Health and Safety issue. **NOTED.**
- LIGHTING IN PAVILIONS – Following reports of heaters and lights being left on in the pavilions,

**AGREED to include an automatic cut-out facility in the new specifications.**

- PERMISSIVE PATH BETWEEN LINCOMBE BARN PARK AND FRENCHAY BRIDGE – A large oak tree has failed and taken a large section of the path with it. As a result, the path has been closed. SGC are seeking external funding to make good the path and request support from the parish council.

**AGREED that D&BH PC does not currently have funds to allocate towards this project.**

- PARISH COUNCIL UNIFORM – F&GP propose that a £250 budget is allocated for blouses, cardigan and a fleece. Clerk now advised that a quotation for a simple white shirt (x4), black cardigan and black fleece (all embroidered), including carriage, has been received at £135.20 exc VAT.

**RESOLVED to proceed with the ordering of the clothing detailed for £135.20.**

- DOWNEND LIBRARY & PARISH OFFICE – In view of the parish office being unavailable at times during the installation of Open Access, Clerk has written to SGC to formally request a refund of rental. In addition, other matters have been identified since the installation being (i) a requirement for additional toilet facilities (ii) doorbell for parish council visitors and appropriate signage (iii) sign on door leading directly from the office into the library. Clerk has contacted Martin Burton who confirms that Property Services are engaging a local contractor to price up for works for an additional toilet. They would then need to identify any funding and help from the parish council would be welcome. SGC confirm they will pay for a sign to denote the inner door to the parish council office with appropriate wording for customers not to disturb the parish council. They will also install a bell on the front door for visitors to the office. As regards a refund for the four days of building works, SGC state that the office rental rate is such that the disturbance payment would only be £38 and would cost more in officer time to amend the next invoice that would be received. Property Services explain that landlords need to maintain buildings and do not normally compensate their tenants for such disruption. Furthermore, Clerk has asked for the alarm to be continued into the parish office as there is currently no such facility. **NOTED.**
- SURGERY – Jack Lopresti MP requests the use of the parish office on 16 February and as such, Clerk has sent an invoice for payment in the sum of £30. **AGREED.**
- GROMIT – This will be officially launched at the Annual Assembly although an article in Downend Voice is being compiled. Members were made aware that any events or promotions to raise money for the Grand Appeal should be brought to the parish council in the first instance.

#### **161.10 PLANNING COMMITTEE**

Minutes of the meetings held on 25 January and 6 February were duly **noted.**

#### **161.11 WORKING GROUP REPORTS**

**Sports Pitches Working Group (SPWG)** – Clerk reported that she had received a telephone call prior to the meeting from Brad at Prestige. He conveys that, like the cricket pitches, the football pitches need some renovations very soon. He proposes over-seeding, doing work to the goalmouths, weeding, fertilising etc. Costs are estimated at approximately £1500 for pitch 1 at Badminton Road and £1500 for pitch 3. Pitches at King George V would cost about £1000 to implement the work and around £750 at Bromley Heath, so no more than £5,000 in total.

**AGREED to arrange a site meeting with Matthew Belcher from the FA and Prestige to discuss a rolling programme of works.**

Brad also suggested transferring pitch 2 at Badminton Road into two junior pitches. Pitch 2 is rarely used as a senior pitch so this could create additional revenue. AFC Mangotsfield have already intimated that they would use this facility.

**AGREED to further discuss at the next meeting of the Sports Pitches Working Group.**

**Defibrillator Working Group** – In accordance with the Business Plan, another defibrillator will be purchased in the next financial year. **Noted.**

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

**WW1 Beacons of Light Working Group** – A suitable metal structure has been identified.

**NOTED that Cllr Ogden will be circulating a date for a meeting of the working group.**

**Working Practices / Emergency Planning Working Group** – Meeting to be held on 16 February.

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

**Bromley Heath Park** – Clerk has contacted Tina Rainey in an attempt to move forward the project for the bottomless planters. Several observations were raised in order to fulfil safety and disability guidelines, all of which can be achieved by Downend Men in Sheds. In view of the changes to the design, a firm costing has now been compiled which should not exceed £1,735. Additional costs awaited from Chris Boulton from D&BH in Bloom.

**AGREED to present full costings to F&GP once all details have been finalised.**

Cllr Herniman reported that the Friends AGM is scheduled for 1 March.

**Gromit Working Group** – D&BH in Bloom have agreed to use low level planting in the area to the front of Gromit to ensure that the sculpture is not obscured in any way.

The Grand Appeal have now sent through sponsors logo, email signature, sponsor social media and website banners and images to be used for any PR or social media. In addition, sponsorship guidelines have been forwarded which provides information regarding using the brand and promoting involvement in the trail. Authorisation has been given to announce that D&BH PC is a proud sponsor of a Gromit sculpture, although the location of the sculpture needs to remain confidential at the present time whilst they work with the Council and landowners on trail locations. They plan to do a press release on the locations of the trail in the spring. Any copy or design work which mentions the trail or features the logos must be sent to the Appeal to sign off before going live.

**AGREED to hold a working group meeting to discuss the next steps in respect of advertising etc.**

**AGREED to send a letter to businesses in the High Street to explain the Gromit Trail and requesting support from the shops and businesses. In addition, the letter will outline the strict guidelines that must be adhered to, to ensure that any promotions are brought to D&BH PC in the first instance.**

**ASB / Local Crime** – Cllr Griffiths is compiling an agenda for the initial meeting of the working group and is researching current and local issues.

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

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

161.12.2 **Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk** – None.

161.12.3 **Update from Community Engagement Forum** – Minutes of the meeting are on the South Gloucestershire Council website but general discussions focussed around anti-social behaviour and the value of CCTV.

161.12.4 **Update from Town & Parishes Forum** – Key points from the meeting:

- Update from Patrick Conroy on the Local Plan
- Presentation on Positive Activity Funding
- Public Space Protection Orders
- Protocol upon death of a National Figure

### **161.13 SOUTH GLOUCESTERSHIRE COUNCIL**

CLlr Hunt confirmed that the viaduct has been delayed again but a date for completion has now been set as 28 April.

South Glos Council has agreed a 5.99% increase in council tax; however, it should be noted that this increase alone will still not cover the cost of adult social care.

**AGREED that the Editor includes an article in a future Downend Voice about precept and budgets for the parish council.**

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

**AGREED that regular cleaning of the war memorial is to be included within the Business Plan.**

### **161.15 CORRESPONDENCE**

- ALCA Larger Councils Forum – **Noted.**
- Draft South Gloucestershire Playing Pitches, Indoor and Built Sports Facilities Strategies – **Noted.**
- New Local Plan consultation – email circulated inviting representatives to sessions during February to find out more about the new Local Plan – **Noted.**

### **161.16 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS**

CLlr Baker and CLlr Sood highlighted the large number of potholes around the area. Whilst these need to be reported online, members considered that the procedure for reporting should be advertised in a future Downend Voice.

**AGREED that the Editor includes this information in a future edition.**

CLlr Biggin reported that Fairtrade Fortnight will be held from 24 February until 11 March.

### **161.17 PRESENTATION ON 'PLANNING BASICS'**

CLlr Jon Hunt provided members with an informative presentation outlining the South Gloucestershire planning system.

**Chairman**

**Date**

*Meeting closed at 8.40 pm.*