

DOWNEND & BROMLEY HEATH PARISH COUNCIL

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

Present:

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

Officer: Angela Hocking.

Public: Three members of the public.

162.1 WELCOME

Councillor Burton welcomed members.

162.2 APOLOGIES

Received from Cllr Mike Baker, Cllr James Griffiths and Cllr Anita Woodburn.

162.3 DECLARATIONS OF INTEREST

Received from Cllr Sharon Herniman re. Bromley Heath Park.

162.4 ITEMS FROM THE PUBLIC

Elizabeth Shepherd thanked the Parish Council on behalf of the Community Plan to grant permission for a slot on the agenda at the Annual Assembly. A notice will be going in to Downend Voice instructing of the winding-up of the group. Members were provided with a copy of the Community Plan document and it is clear that over the years most of the objectives have been achieved. The Community Plan will be recommending at the Annual Assembly that all remaining funds in the bank account are donated to the parish council to put towards a defibrillator at Cleeve Wood. **Noted.**

162.5 ITEMS FROM THE POLICE – No report.

162.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2018

RESOLVED that the Minutes of the Council meeting held on 15 February 2018 be approved and signed as a true and accurate record.

162.7 MATTERS ARISING AND ONGOING ISSUES

- Page 1 – Post by the Mezza has been raised to safeguard Christmas lighting.
- Page 2 – Clerk asked if the shopkeepers in Quakers Road had discussed the positioning of cycle stands. Cllr Sood confirmed that The Bromley Tea Rooms have ordered four stands which will be sited on their own land.
- Page 3 – Fencing works have been completed at King George V / Badminton Road.
- Page 5 – Costings awaited for the Bromley Heath Park project from D&BH in Bloom.
- Speeding along North Street – D&BH PC's request for pedestrian crossing facilities/traffic calming has been added to the Local Transport Investigation list. This will be scored and prioritised for investigation.
- The Willows Car Park – London & Cambridge have copied the Parish Council into an email to South Glos Council asking for agreement to L&C imposing a management regime for the car park which limits the permitted stay period to 3 hours.

162.8 URGENT ACTIONS

Prestige Grounds reported to the Clerk that a plumber was needed to remove a blockage at the Badminton Road pavilion. This has been satisfactorily cleared.

162.9 FINANCE & GENERAL PURPOSES

Clerk reported that Stella Riley had provided the Parish Council with a donation of £500 towards the next defibrillator. Members recorded a note of thanks to Stella.

- 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 28 February 2018 = £491,898.15.

Cllr Burton explained that at the last meeting of Finance & General Purposes, the committee analysed reserves held and discussed the allocation of funds alongside updates to the business plan. At the next Finance meeting, a finalised version of the documentation will be presented for approval.

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

- iv. **Recommendations from Committee meeting held on 1 March**

- **BANKING ARRANGEMENTS** – In the event of the incapacitation of the Clerk, enquiries have been made of Lloyds Bank as to whether online passwords can be lodged with the Bank in a sealed envelope; the envelope being accessible only following an Extraordinary Meeting of the Parish Council to access funds. The Business Manager has advised that this would not be something they would do. The advice received is that in such an event, two of the remaining signatories should go to a Lloyds branch to explain the situation, and request a new mandate to alter the signing instructions. This can be completed by Lloyds in approximately one week. Another option would be to change signatories for cheques. Whatever decision is made, as long as this is stated in the Parish Council Minutes, this will make the process easier for all concerned.

AGREED that if such action is necessary, an Emergency Meeting will be called of the Parish Council to ratify what is needed and the way forward.

- **FINANCIAL REGULATIONS** to be reformatted, but content approved. **AGREED.**
- **OPENPLAY RECONCILIATION** – South Glos Council has provided payment for pitches paid for prior to D&BH PC taking over the facilities. However, there is a shortfall of £7 from that shown on the OpenPlay systems which appears to be as a result of discrepancies with costs of pitches from one year to another. As such, Chair and Clerk have made an amendment to the system totalling £7. **AGREED & NOTED.**
- **ROLLING PROGRAMME OF WORKS FOR FOOTBALL PITCHES** – The Sports Pitches Working Group have considered a plan for the football pitches, and agree to arrange a meeting with Brad at Prestige, together with the Gloucestershire FA, at a cost of £100. **AGREED.**

- USE OF PAVILION BY MEN IN SHEDS AND IN BLOOM – These groups have requested use of the pavilion on separate days – Tuesdays and Thursdays from 9am-4pm. F&GP agree to this request and at no charge to either group. However, times should be strictly adhered to and all keys returned to the parish council. One key will be allocated for a named individual from the group who will be responsible for ensuring the premises are locked and lighting turned off at the end of the session. **AGREED.**

AGREED that Clerk will make enquiries as to the water heater which appears to be on most of the time.

- ASSET REGISTER – It is suggested that the Asset Register is reviewed to take account of depreciation or increases in value. **AGREED.**
- KING GEORGE V & BADMINTON ROAD SITES - **AGREED to get continuity of litter and dog bins throughout King George V and Badminton Road sites.**

NOTED that the Downend Litter Busters have three litter picks organised at King George V throughout the year.

- CHRISTMAS LIGHTING – Hiring of Christmas lighting seems to be only available for the large motifs rather than strings of lights. Members noted the prices received for purchasing strings of lights for the Christmas tree itself and the trees throughout the High Street.

AGREED that Finance & General Purposes will look at potential options, ie, perhaps lights in alternate trees.

- GDPR – A toolkit has now been received from NALC. Clerk reported that the next meeting of the Parish Council should look at our obligations and create an action plan moving forward.

(Cllr Jon Hunt arrived at 7.40pm)

162.10 PLANNING COMMITTEE

Minutes of the meetings held on 20 February and 6 March were duly **noted.**

162.11 WORKING GROUP REPORTS

Sports Pitches Working Group (SPWG) –

- Lease and Licences are in the hands of South Glos Council's solicitor.
- Regulations have now been updated and are on the home page of the website.
- LTA Funding – Following a meeting with the Lawn Tennis Association, Clerk has submitted an Expression of Interest which will kick-off the funding application process. The next stage is a business plan. Clerk has made contact with Courtstall Services in Yate to provide an estimate for resurfacing costs etc of the tennis courts. The parish council will work alongside both Cleeve Hill Tennis Club and Downend & Frenchay Tennis Club moving forward.
- SGC Funding – SGC confirm that the award of funding for the rebuild of the pavilion at Badminton Road / King George V playing fields has been successful; £57,708.74 capital and £22,434,73 revenue. D&BH PC now needs to complete a project management plan and following that a finance agreement will be written which sets up when it is possible to draw down the allocated funds.

- Pavilions – Further quotations are being sought and Clerk is liaising with SGC to ascertain what is acceptable in terms of the number of changing rooms at the sites. Clerk has also contacted Modulek (one of the companies who provided a quotation) to provide a first draft of drawings based on the information sent, and an initial budget figure. D&BH PC will need to move forward with one particular organisation as with a modular type build payment will have to be made at the design stage.

AGREED to make further enquiries of other companies.

NOTED that Downend Saints have requested to meet with Chair and Clerk which will be an opportune time to discuss the way forward.

- Suggestion made to have a 5 v 5 pitch by the side of the Badminton Road cricket square. Clerk has spoken to Brad who thinks this can easily be achieved.
- Suggestion for a youth pitch within pitch 2. Again, Brad is sure that either a 7 v 7 or 9 v 9 pitch could be marked within the existing full size pitch, providing options for clubs to utilise the facility.
- Downend Round Table wish to host an It's a Knockout type event at KGV. Further information on this is awaited.
- Investigations are under way into other events that appear to be using KGV as a meeting place.
- The first weekend of the football season (1/2 September) has been booked out for the last cricket matches of the season.
- Charges will be raised from 1 April in line with inflation.

Defibrillator Working Group – Although Cleeve Wood Road shops will be the location for the next defibrillator, the working group should now be considering options for the fourth defib.

AGREED – Clerk to chase the re-installation of the cabinet at Quakers Road, otherwise the guarantee will become invalid.

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

WW1 Beacons of Light Working Group – A date for a meeting of the working group has been confirmed as Tuesday 20 March, 9.30am at the pavilion off Sutherland Avenue.

Working Practices / Emergency Planning Working Group – Cllr Burton, Cllr Woodburn and Clerk met to consider the options available. A paper will be compiled in due course but the most pressing matter is listed in Proposals; 162.14.2 refers.

Hill House Park – No further updates.

Bromley Heath Park – Cllr Ogden confirmed that the project is moving forward.

Gromit Working Group – A letter to local businesses has been approved by the Grand Appeal.

ACTIONS:

- Cllr Biggin will be distributing the letter to all shopkeepers and pre-school groups in the centre of Downend.
- Cllr Herniman will distribute the letter at Cleeve Wood and Quakers Road.
- Clerk has emailed the sports pitches user groups.
- Clerk has informed both Downend & Staple Hill Libraries.
- Clerk has informed the Police.

- Cllr Ottewell will make enquiries of First Bus to advertise on the number 5 and other local buses.
- Cllr Morris will liaise with Downend School to discuss potential projects.
- Cllr Biggin will liaise with Christ Church Schools.
- Cllr Herniman will liaise with Bromley Heath Schools and Stanbridge School.
- Cllr Poole will liaise with St Augustines School.
- Cllr Morris will create the appropriate newsletter articles.
- Cllr Griffiths will create REGULAR updates on Facebook.
- Cllr Herniman will obtain advice on Risk Assessment etc from Burgess Salmon.

BUNTING – That identified by Cllr Sharon Herniman will be needed for Heathfest, so additional bunting will be required which has been costed at £154.60.

AGREED in the first instance to obtain permission for the installation of bunting from South Glos Council.

ACTION – If agreed, to be taken forward at next F&GP meeting.

Other matters identified for Council to take forward–

- Untidy railings around the willow shopping area
- Replacement of the tatty street name signs (on rusty posts)
- Re-mortar stone planters as several are badly cracked and a chunk is missing from one outside Michael Nicholas (D&BH in Bloom have been informed) – Clerk to contact SGC.
- Weeding from under the benches in the High Street
- Replace litter bin by Lloyds Bank and installation of additional temporary bins
- Smarten up the public toilets
- Empty shop (Costa) – being investigated by Chris Boulton, D&BH in Bloom

ASB / Local Crime – Cllr Griffiths has circulated evidence gathered thus far to members.

162.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

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

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

162.12.3 **Annual Assembly** – All members should be available to attend the Annual Assembly on Thursday 26th April 2018, 7.30pm at Badminton Road Methodist Church. There will be a short Council meeting at 6.30pm prior to the Assembly. Clerk has sent out invitations and the event will be advertised in the next edition of Downend Voice.

ACTION – Clerk to update notice boards and website.

ACTION – Cllr Griffiths to update Facebook

ACTION – Cllr Herniman will post on Heath Board.

ACTION – Clerk will circulate an agenda to members.

ACTION – Refreshments – Cllr Raj Sood.

162.12 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Jon Hunt reported:

Junction 18a – SGC has voted to recommend to Highways England that it goes ahead with plans to build a new Junction 18a on the M4 and a connecting link road to the A4174 Ring Road and that the recommended route should pass from the Westerleigh Road. This was labelled as the Western Option and analysis of public consultation showed that 51% of those who supported the plans for a new junction backed the Western option. A decision by Highways England is likely around 2022.

Local Spirit - With the recent snow, the community spirit that was shown by local 4x4 owners offering and providing lifts to help people get to hospitals for work and to see loved ones was exceptional. Cllr Hunt has requested a formal acknowledgement of thanks to local residents by SGC and now urges the Parish Council to do the same, possibly through the new edition of Downend Voice.

AGREED to incorporate a formal acknowledgement, as detailed, in the next edition of Downend Voice.

Bromley Heath Road - Cllr Hunt has requested and is still pushing to have the Bromley Heath road resurfaced once the Viaduct works have finished. The road is in a very bad state for such a well-used route and this has further deteriorated with works traffic using it over the last 8 months. Cllr Hunt has also been working towards the permanent closure of the Service Road which is currently temporarily closed as part of the Viaduct traffic management. It may be that this is first done under experimental orders to test it further before a full Traffic Regulation Order is obtained. This will also allow assessment without the other Viaduct traffic management in place.

Cllr Kathy Morris has ascertained that other organisations are also looking at ways to tackle anti-social behaviour in the area. It is therefore imperative to understand these initiatives, for which the parish council could help with a joint venture. Such a scheme could attract government funding and it is suggested to review this once again after the Annual Assembly when discussions can be held with local groups. Cllr Poole explained that he has been talking with Downend School about young people who are consistently truant and discussing ways in which they can become involved in local projects. **Noted.**

AGREED to review the way forward with a programme to tackle anti-social behaviour after the Annual Assembly.

162.13 COUNCILLOR SUGGESTIONS ON PROJECTS FOR INCLUSION IN BUSINESS PLAN – None.

162.14 PROPOSALS

162.14.1 **To approve insurance renewal on a 3-year agreement with Hiscox** – Finance & General Purposes Committee have reviewed the quotations received and following discussions,

RESOLVED to enter into a 3-year long term agreement with Hiscox, with the annual premium being further reduced by 5%, giving a total premium of £3,744.00.

162.14.2 **To approve budgeting & financial breakdown linked to the Business Plan and use of Xero accounting software**

A working group meeting has been held to look at the efficiency of new systems. A comparison of various accounting software has shown Xero will allow for integration with OpenPlay. After discussion,

RESOLVED to set up Xero accounting software for use from 1 April 2018. Costs estimated to be £22 per month, although this can possibly be negotiated and there may be an initial discount.

AGREED to utilise the system for the Council's Asset Management review.

AGREED to reflect the budget categories from the Business Plan into the new system.

162.15 CORRESPONDENCE – A file of correspondence received was made available for members to view.

162.16 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

- Cllr Sood will keep reporting pot holes via the SGC website.
- Cllr Ogden has been told by Mary Lewis that blood was found in the changing rooms.
- Cllr Ogden asked members to view the new-style planter in Downend. Cllr Ogden was advised to apply for funding in the usual way if Men in Sheds wish to prepare additional planters in the future.
- Cllr Biggin asked for members to volunteer at both C in the Park and Heathfest, and noted the sparse attendance at recent working group meetings.
- Cllr Biggin has been informed of wheels left on the road and pavement from the new style dustbins. This has been reported to SGC.
- Kustom Flooring have queried the signage to the Co-op car park from the High Street.
- Cllr Biggin attended the Downend Business Community meeting who have agreed their Charity of the Year as the Foodbank at Resound.
- Cllr Burton reported a telephone call from a resident about the litter around the bus shelter on Badminton Road / junction with Sandringham Avenue. Clerk has made enquiries as to the cost of a post mounted bin which will be considered at the next meeting of F&GP.
- Cllr Burton also requested enquiries are made into the cost of a regular litter picker who will be available on an ad-hoc basis.
- Cllr Morris reported that Gary Brindle, Downend Voice, has agreed to incorporate a double page spread in the upcoming editions featuring Gromit, at no charge.

Chairman

Date

Meeting closed at 8.10pm.