

DOWNEND & BROMLEY HEATH PARISH COUNCIL
MINUTES OF ANNUAL MEETING HELD AT
DOWNEND BAPTIST CHURCH, SALISBURY ROAD, DOWNEND, BRISTOL

THURSDAY 17 MAY 2018

Present:

Members: Councillors Mike Baker, Janet Biggin, Ben Burton, Sharon Herniman, Jon Hunt, Kathy Morris, Colin Ogden, Sheila Ottewell and Raj Sood.

Officer: Angela Hocking.

Public: 9 members of the public.

Police: PC Paul Fortune and PCSO Hannah Tovey.

ANNUAL BUSINESS

164.1 TO ELECT THE CHAIRMAN OF DOWNEND & BROMLEY HEATH PARISH COUNCIL FOR 2018/19

Clerk confirmed that she had received no written nominations. Cllr Ben Burton was nominated, seconded and elected unopposed.

RESOLVED: Cllr Ben Burton will serve as Chairman of Downend & Bromley Heath Parish Council for 2018/19.

164.2 TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Following acceptance and acknowledgement to members, Cllr Burton subsequently read and signed the Declaration of Acceptance of Office.

164.3 TO ELECT VICE CHAIRMAN FOR 2018/2019

Cllr Janet Biggin was nominated, seconded and elected unopposed.

RESOLVED: Cllr Janet Biggin is duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2018/19.

164.4 TO RECEIVE APOLOGIES FOR ABSENCE

Received from PC James Rochford. Also from Cllr James Griffiths, Cllr Martyn Poole and Cllr Anita Woodburn.

164.5 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Received from Cllr Herniman and Cllr Ogden re. Bromley Heath Park.

Clerk asked members to check that their Register of Interests were up-to-date, which can be accessed via the Parish Council's website, or hard copies are held by the Clerk in the Parish Office. Clerk also reiterated that up-to-date copies of Standing Orders and the Code of Conduct were available to view via the parish website although copies were provided to all members upon joining the Council.

164.6 TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

Members were appointed to committees, working groups and outside bodies, as detailed in Appendix 1.

NOTED – Cllr Sharon Herniman will be added to the Facebook administration.

ACTION – Clerk to ask Cllr Woodburn if she could join the Planning Committee to ensure that the Committee is quorate at all times.

164.7 TO RECEIVE INTERNAL AUDITOR’S REPORT FOR YEAR END

A copy of the report submitted by Fiona Thornton, Internal Auditor, was examined by all members.

RESOLVED to accept the audit report, as detailed.

164.8 EXTERNAL AUDIT 2017/18

i. TO APPROVE SECTION 1, ANNUAL GOVERNANCE STATEMENT

Members acknowledged responsibility for ensuring that there is a sound system of internal control and agreed to the statements contained within the Annual Governance Statement.

RESOLVED to approve the Annual Governance Statement 2017/18, Section 1, as circulated.

ii. TO APPROVE SECTION 2, ACCOUNTING STATEMENTS

Members certified that the Accounting Statements, Section 2, for the year ended 31 March 2018 present fairly the financial position of the Parish Council.

RESOLVED to approve the Accounting Statements 2017/18, Section 2, as circulated.

iii. TO RECEIVE AND APPROVE ADDITIONAL YEAR-END FINANCIAL PAPERS AND DOCUMENTATION TO ACCOMPANY THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The year-end accounts and documentation for submission to the External Auditors, were presented to members.

RESOLVED that the financial papers are accepted.

Clerk confirmed that the Notices for the Exercise of Electors Rights would be displayed on the parish website. Documentation signed by Chair and Clerk.

NORMAL BUSINESS

164.9 ITEMS FROM THE PUBLIC –

- Friends of Lincombe Barn will be hosting a bat talk, 7pm Friday 18 May at Lincombe Barn.
- Hill House Park – Cllr Hunt explained that a report will be going to Council in the next 2-3 months, which will be followed up by a discussion at Cabinet. **Noted.**
- The Community Plan has been removed from the website.
AGREED to reinstate this with a link to the Plan itself on the History page.
- Community Engagement Forum - 27 June, 7pm, at Downend Baptist Church. Main agenda item will be anti-social behaviour.
- Resident from Salisbury Road outlined the frequent inappropriate speeding along this road, especially around the junction with Park Road. Photographs were circulated to members showing the most recent incident where it was fortunate that no pedestrians were involved as this would most certainly have caused a fatality. Resident requested that a 20mph zone should be put in place, together with speed bumps. After discussions,

AGREED to request that SGC install speedvisors in both directions in the vicinity of the Park Road junction of Salisbury Road.

Cllr Hunt suggested that a proposal is put forward to SGC for 20mph roads within the parish. It was made clear that the reasoning behind this would have to be justified on a road by road basis, ie, Salisbury Road being a safe route to school and route to Hill House Park. It was suggested to provide several other roads for consultation, ie, Oakdale Road, Park Road, Cleeve Park Road.

AGREED to produce an article for the next edition of Downend Voice. Following feedback from residents, a report can then be submitted to South Glos Council.

- Resident at Downend Road has contacted SGC about the bus stop and shelter that has been outside her property for a number of years. Resident has been experiencing a number of problems including youths loitering, rubbish being left in the hedge/on the ground, as well as people being able to look into the living room of the property. These concerns have been forwarded to D&BH PC as this bus shelter belongs to the Parish Council. Clerk advised that this bus shelter was originally installed following numerous requests and for the benefit of the residents at Percy Walker Court, Lincombe Road.

RESOLVED that Cllr Ottewell will investigate further and report back to full Council.

164.10 ITEMS FROM THE POLICE –

PC Paul Fortune reported that drug warrants have been issued recently. Generally, youth complaints appear to have dropped. Paul asked for all incidents to be reported via 101 to ensure matters are logged. PCSO Hannah Tovey was introduced to members and it was confirmed that an additional PCSO is in training.

164.11 TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26.04.2018

RESOLVED that the Minutes of the Council meeting held on 26 April 2018 be approved and signed as a true and accurate record.

164.12 MATTERS ARISING AND ONGOING ISSUES

Page 4 – Clerk confirmed that a meeting is scheduled between Prestige Grounds, the Football Foundation, Chair and Clerk on 24 May to discuss the rolling programme of works for the football pitches and the pavilion project.

164.13 URGENT ACTIONS

The Ambulance Service has informed the Council that the Downend defib cabinet has been opened and pads put on a patient, although no shock delivered. As such, the pads require changing. The defib is now out of use until replacements are received and paid for.

AGREED to accept the invoice from AED Locator for an adult replacement ‘pad pak’ in the sum of £118.80.

Clerk advised that Kate Conner, who has been maintaining the Community Garden at Westerleigh Road toilets for the past five years, has decided not to continue with the maintenance from July onwards. Kate has provided a regime of the work she does on a regular basis and Clerk asked members for their thoughts on how the garden should be maintained moving forward.

AGREED to take forward at next F&GP meeting.

One of the 'Queen's' cherry trees replaced by the parish council at King George V has been vandalised – about 4ft broken off the top. It will recover but will never be as good a shape as the others. Clerk thought that Men in Sheds had fitted cages to the other trees.

AGREED – Cllr Colin Ogden will take this forward with Downend Men in Sheds.

164.14 FINANCE & GENERAL PURPOSES

- i. **Payment of accounts** – Received and noted by members. Clerk advised that the business rates in relation to Bromley Heath pavilion had been received, charges being
- £1,374.70 for 2017
 - £1,416.00 for 2018
- £2,790.70 total**

RESOLVED to settle the account as a one-off BACS payment.

RESOLVED that accounts for payment as shown in Appendix 2 be approved.

- ii. **Spend to date against budgets and account balances** – Budget report **noted**. Balance of all accounts at close of business on 30 April 2018 = £626,792.94. This figure includes the first half of the precept, LCTS grant and CIL monies. Since this time, HMRC have also sent the VAT repayment for 2017/18 totalling £17,147.28.
- iii. **Spending in accordance with Business Plan** – no report.
- iv. **Recommendations from Committee meeting held on 3 May 2018:**

- **CYCLE STANDS** – Chris Belcher (South Glos Council approved contractor and nominated to install other cycle stands by D&BH PC) has provided a quotation of £400 to install the cycle stands which have been obtained free of charge from Life Cycle UK.

AGREED to appoint Chris Belcher to install 4 x cycle stands in the sum of £400. Exact locations at King George V / Badminton Road car parks to be decided following receipt of utility drawings.

- **DOWNEND LIBRARY TOILET REFURBISHMENT** – SGC has forwarded a quotation received for the works involved. In view of the extensive costs, a contribution from D&BH PC is welcomed.

AGREED that such a project has not been incorporated within our present budgets and the parish council is committed to funding the two pavilions at our sports pitches. As such, D&BH PC will be unable to make a contribution at this time.

- **VARIATION TO GRANT APPLICATION: CHRIST CHURCH, DOWNEND** – A revised application has now been received for £15,850 for external paths and lighting to provide safe access for members of the community.

RESOLVED not to provide any funding towards the scheme as D&BH PC is already committed to other projects. Additionally, the amount requested is vastly in excess of the usual allocated donations budget for local groups and organisations.

- **PAY AWARD** - The National Joint Council for Local Government Services has reached agreement on the rates of pay applicable from 1 April 2018.

AGREED to apply the new rates for the Clerk to the Council who is currently on scale point SCP 42, effective from 1 April 2018.

- COMMUNITY INFRASTRUCTURE LEVY CONTRIBUTION 2017/18 – Funds received totalling £9,063 in relation to sites at Badminton Road Methodist Church, 38 Downend Road, 46 Fouracre Road and 15 Overndale Road.

AGREED that payment of £400 to Chris Belcher for installation of the cycle stands will be utilised from CIL funds (minutes of full Council, September 2017, 156.12iii refers). Whilst this related to cycle stands at Quakers Road, these have already been purchased by The Bromley Tea Rooms, so funds reallocated to a different site.

RECOMMENDED to explore the cost of 4 x banners which can be used at both Bromley Heath and St Augustines Schools.

ACTION – Cllr Poole to take forward with St Augustines.

Clerk confirmed that she had contacted Bromley Heath Junior School. Whilst they thanked the Parish Council for thinking about the idea of banners, they asked if such funding could be utilised instead towards a Sensory Garden which will provide a place for children who struggle with social interaction to engage with their peers in a peaceful area. The area would also be used by children dealing with stresses in both their home and school life. An area has been identified for development and the Clerk has been provided with a quotation from the school gardener totalling £3,760. Donations will be sought from parents and staff for the plants required and children will be thinking about growing suitable vegetables, fruits etc.

AGREED to take this forward at the next Finance & General Purposes Committee meeting.

- QUOTATION FOR RESURFACING WORKS AT SKATEPARK – SGC have provided a quotation to implement the works following a site meeting. This has been costed at £700.70. Quotes have also been requested for the refurbishment of the ramps.

AGREED to accept the quotation from SGC. However, refurbishment works should be implemented at the same time to avoid the need for the skate park to be shut for a lengthy period. (Quotes awaited for refurbishment).

AGREED to obtain an additional sign for the fence of the skate park to indicate ownership is by the parish council.

- WW1 BEACON OF LIGHT EVENT – Following a meeting of the group,

NOTED that the Clerk has contacted our insurers who confirm that as the event is being organised by the parish council, the public liability insurance section of the Hiscox policy will provide automatic cover. This is subject to the parish council complying with certain requirements and providing a risk assessment.

- D&BH IN BLOOM have requested a grant of £400 to purchase essential tools. In addition In Bloom would like another container on site, the costs for this being £12 per month to rent and £500 to purchase, combined with a delivery charge of £150. The recommendation from F&GP was that D&BH in Bloom could perhaps have more flexibility in the £5,000 donation already provided by the parish council.

Discussions ensued and a proposal was made by Cllr Hunt to provide D&BH in Bloom with £400 to purchase the essential tools required, seconded by Cllr Sood. On a vote (7:2 abstentions),

AGREED to provide a donation of £400 to Downend & Bromley Heath in Bloom, SUBJECT TO THE CONDITION that In Bloom refers this offer back to the group for consideration. If agreed, Clerk is authorised to make the payment.

AGREED to review access to the pavilion, container and storage.

NOTED that South Gloucestershire Council has no objection to a second container within the Sutherland Avenue car park.

- DEFIBRILLATOR – Cllr Poole has spoken to Cleeve Wood Pharmacy who are willing to house the next defib on the wall to the side of their premises. Clerk has now received a quotation from AED Locator which totals £2,048 exc VAT.

AGREED, in accordance with our Business Plan, to proceed with the installation of a defibrillator from AED Locator in the sum of £2,048.

- GDPR POLICIES – Templates of new policies for adoption have been sought by the Clerk, and this includes a new model Standing Orders from NALC.

AGREED to review the policies at the next meeting of Finance & General Purposes, subsequently reporting back to full Council.

- INTERNAL AUDITOR has scheduled a meeting with the Clerk to look at the first VAT return and this will coincide with a review of Xero accounting software to ensure this is satisfactory for the Council's needs moving forward.
- PENSION – The Avon Pension Fund and Bath & North East Somerset Council have adopted a new reporting system which alleviates the need for a year-end return. Clerk has now adopted this new system. **NOTED.**
- LOCAL COUNCIL REVIEW – Subscription for the year is £17. **AGREED.**
- BROMLEY HEATH NEIGHBOURHOOD WATCH – A proposal from the BHNW was circulated to members within the F&GP minutes.

RESOLVED that under the leadership of the Parish Council Chair, 4 meetings per year will have a joint session on commencement for up to 30 minutes, where the Neighbourhood Watch organisations for the parish are invited and any other appropriate stakeholders, together with a representative of the Police Beat Team. Once the session concludes, NW would leave and continue their meeting agenda in an adjoining room/elsewhere.

164.15 PLANNING COMMITTEE

Reports circulated were **noted** by members. Cllr Baker thanked the committee for their input over the past 12 months.

164.16 WORKING GROUP REPORTS

Sports Pitches Working Group

- **Proposal for bin replacements and repairs at King George V** – Proposal from Cllr Burton circulated to members in addition to a comprehensive report from the Chair of King George V/Badminton Road Playing Fields.

RESOLVED in principle to purchase the following bins for King George V / Badminton Road Parks:

- Dog and waste bin combined 6 x £660 each
 - Waste bin only x 7 £350 each
 - Waste and recycle bin x 2 £630 each
- Total approx. £7,670**

AGREED that the Clerk obtains a formal quotation for the purchase and installation of the bins, all as detailed above. However, this should be put on hold until the Friends of Bromley Heath Park have met and provided a report on their bins to enable a larger discount to be negotiated.

RESOLVED that the bins are purchased from CIL funds.

(CIL funds can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on it).

AGREED that the Clerk puts arrangements in hand for the cleaning of the bench identified in the report.

AGREED that the Clerk explores if any of the serviceable bins being removed can be relocated, stored or sold.

The working group meeting held on 3 May also analysed quotations received for modular buildings. Four companies have been identified and contacted to provide information and technical data on the buildings they produce:-

- a) Elliott UK
- b) Modulek
- c) Springfield
- d) Portable Building Sales

Portable Building Sales is showing the best value for money at this stage of the process, and the company is also highly recommended by a local nursery. More detailed information is now awaited from Portable Building Sales relating to the specific design and specification. Members were made aware that the parish council will need to commit to one company in order to move forward with this project.

AGREED to discuss the future of the pavilions with the Football Foundation at the upcoming meeting with Matt Boucher, to ensure there is no criteria in place about using specific companies from an approved list.

AGREED, subject to the above, to pursue the creation of modular buildings with Portable Building Sales, subject to a satisfactory estimate and agreement with the Football Foundation.

The working group also recommend to reline pitch 2 into one or two junior pitches for the new season. In addition, to provide a 5 v 5 pitch on the Badminton Road site.

AGREED to ask Prestige to reline the pitches, as above, at the meeting on 24 May.

AGREED to advise all football clubs of these changes.

ACTION – update OpenPlay booking systems.

In view of litter problems of late,

AGREED, prior to the start of the new season, to email all user groups and reiterate responsibilities as key holders. Also to advise them to read our Regulations on the parish website.

AGREED to put a laminated list of housekeeping rules on the door of the pavilions, ie, 'Before you leave.....'

Re. Bromley Heath, following meetings with the Lawn Tennis Association, there is a need to develop a draft business plan to secure funding.

AGREED – Meeting to be arranged with Rich Hill from Cleeve Hill Tennis Club, Cllr Woodburn, Cllr Burton and Clerk to move this forward.

AGREED that the SPWG will meet in mid-August to look at requests received and allocate the user groups in the best way possible.

The spare padlocks that were purchased for the entrances to the playing fields have been used on the new gates at the Sutherland Avenue entrance. An additional padlock is now required to chain the blue bin on site to ensure this is not dragged around by youths. Clerk has ordered this, plus an additional two spares from SGC, at £54.97 each, so total for 3 = £164.91. **AGREED.**

Working Practices / Disaster Recovery

- **Proposal for the purchase of tablets and setup of G Suite as part of GDPR review** – D&BH PC has undergone a period of change in terms of its increasing role and these changes, coupled with the implementation of GDPR, has meant this is an important time to look at what improvements can be made. A report from Cllr Burton was circulated to members identifying the current risks, in particular in relation to GDPR when councillors are using their own computers. This presents significant issues in relation to GDPR and data security, and the ability for the parish council to trace and monitor documentation.

Proposals

- Online accounting software should be procured (as previously agreed) to ensure all financial information is stored in a computer cloud based facility. This will provide the Clerk (read/write) and other Councillors (read only) access from any computer connected to the internet. This will be secured using individual usernames and passwords. This means that all financial details and accounts are backed up and continuity of business processes is maintained.
- Online CRM software such as Insightly (as this works with Xero - the accounting software that we previously purchased) should be procured (as previously agreed). This will allow the Clerk to store details of key contacts, store emails, store important notes/memos and track projects. As this is cloud based then it will also be available from any computer with internet access.
- A good value Android/Windows tablet based device with keyboard should be purchased for all Councillors and a projector purchased for meetings. This will allow Councillors to all receive meeting documentation electronically, conduct Parish Council business on this device and to help ensure compliance with the GDPR. These devices will then be used at meetings and the public can follow issues being discussed at the meeting more easily using the large screen projector. This would be supported by changing the venue of future Parish Council meetings to the Methodist Church on Badminton Road where suitable facilities such as Wifi are available.
- The Clerk and all Councillors should only use G Suite (e.g. Docs and Sheets) when creating or amending documents. All documents that need to be stored should be stored on Google Drive so that they are automatically backed up to the cloud. Documentation to the various committees and working groups (e.g. finance, planning etc.) can then be circulated in dedicated folders. This will help to reduce the workload for the Clerk, ensures that all Councillors have access to the same information when making decisions and ensures that personal information is not stored on

individual Councillor's own computers. This will also allow the Clerk to restrict access to documentation when a Councillor leaves.

- The Clerk will setup a shared template folder that will give all Councillors access to standard form documents used by the Parish Council (e.g. letter, proposals, minutes, reports). This will ensure consistency of documentation making it easier to follow by members of the public.
- A disaster recovery process should be documented to take into account the new working procedures. This will document where key documents are stored, how accounts can be accessed and continuity of the Parish Council maintained.
- Any GDPR documentation will be updated/created to document these new procedures and to demonstrate how the Parish Council is complying with its obligations.

Benefits

- The using of a combination of G Suite, Insightly and Xero will ensure that all the Parish Council's records are stored in the cloud. This will allow the Clerk to work remotely when required, easy to change location as a result of a 'disaster' in the Parish Council Office (maintaining continuity).
- GDPR compliance is more straightforward because Xero, Insightly and G Suite all comply with GDPR principles and they maintain greater data security measures than could be provided by the Parish Council.
- Administration and printing costs would be reduced by delivering all material electronically to tablets.
- The Clerk would become more efficient as all members would use the same systems when undertaking Parish Council work.
- The provision of tablets to all Councillors will ensure that all members had access to Insightly, Xero and G Suite. This ensures that all members have equal opportunity of reviewing information that might be relevant when conducting Parish Council business. It gives all members an easier way to communicate with the public, other councillors and the Clerk.
- It would be easier for the Clerk to track current projects by using a combination of the different systems. This will allow better disaster recovery if the Clerk was not available to work and to also integrate new members of staff should this be required. The use of these systems will also reduce the amount of information that is only stored by one person (e.g. the Clerk).
- The various online applications are linked so that there is less work for the Clerk (e.g. a client created in Xero is automatically copied to Insightly).
- Reduces the risks associated with Councillors using their own computers for conducting Parish Council business and how the Parish Council ensures compliance with GDPR procedures. The tablet/device could be removed from the Councillor when they leave to ensure that any confidential information held by the Parish Council is retrieved.

RESOLVED as follows:

- 1. The Clerk should obtain a subscription to Insightly and set this up for use by the Parish Council (already agreed at Parish Council meeting in April 2018).**
- 2. The Clerk should purchase 12 tablet devices and 1 projector for use at Parish Council meetings (subject to the Finance Committee agreeing the specification of these devices and with a budget**

of £5,000 (from the accommodation fund, which is now being held as a 'disaster recovery' implementation fund).

3. The Clerk should setup G Suite so that it will be used as the primary storage facility for all Parish Council documentation. The Clerk will use Docs, Sheets and Google Drive when preparing and storing all Parish Council documentation.
4. As part of the GDPR review, the Clerk will ensure that any older documents that need to be stored are transferred to an appropriate folder on Google Drive and that all data storage by the Parish Council will comply with the spirit and principles of GDPR.
5. The Clerk will arrange relevant training on the use of G Suite and other online applications for both the Clerk and Councillors (this might be an in-house session).
6. The Clerk will prepare a draft notice to call an emergency meeting of the Parish Council and resolution of the Parish Council (to be stored on Google Drive) that will authorise Councillors to change the bank signatories in the event of a period of 'incapacity' of the Clerk.
7. The Clerk will document possible replacement Clerks or other organisations that could support locating a replacement in the event of the Clerk being temporarily or permanently unable to work.

Defibrillator Working Group – No report.

Business Plan Working Group – The 'Community Plan' section of the parish website will be replaced with Business Plan information.

WW1 Beacons of Light Working Group – 'Starburst' will be lighting the fireworks. A student from Downend School will light the Beacon. St Augustines will ring their bell. Scouts will be marching in from the war memorial. Next meeting to be held on 19 June.

Hill House Park – No report.

Bromley Heath Park – No report.

Gromit – Clerk has been in contact with Savills who are marketing the old Costa shop in Downend. In addition, Clerk has contacted both Rotary and The Grand Appeal who are keen to provide a display during Gromit's visit. This matter is ongoing.

AGREED that the parish council will cover the cost of any vinyl printing required for The Grand Appeal.

A working group meeting needs to be arranged following recent information from The Grand Appeal in respect of press releases, the sculpture, useful templates and requirements in respect of collection tins and buckets. Clerk was able to show members the sculpture design but stressed that this was not to be divulged at this time. The parish council can arrange to meet the artist.

AGREED to invite the artist to full Council in June.

Bunting for the time that Gromit is in Downend has been costed on-line with 'The Flag Loft' at £262.50 which falls within the original budget agreed.

AGREED that Clerk will place the order for 300 metres of bunting, as detailed above.

164.17 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing** – None.
- ii. **Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk** – No report.

New Issues:-

- **GDPR update / appointment of Data Protection Officer** – The House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will **exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer**. All other requirements of the GDPR will apply and will come into force on 25th May. **Noted**.
- **South Gloucestershire Boundary Review** – Following a meeting with SGC Electoral Services, Clerk circulated maps showing the parish wards and district wards for Downend & Bromley Heath, which were **Noted and Agreed**.

164.18 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Jon Hunt:-

- Bromley Heath Road is being resurfaced. Service road will be kept.
- New Leader of the Council is Toby Savage.
- Jon Hunt is Deputy Leader of the Council.

Cllr Kathy Morris:-

- Working with Diane Paddon, Ignite Youth Group, to pursue an Outreach service on Friday evenings for six months to cover the summer period.
- Application going to the Police & Crime Commissioner for projects in the area.

164.19 PROPOSALS

- i. **To approve the Leases and Licences in connection with Badminton Road, King George V and Bromley Heath Playing Fields** – Members had been provided with the documentation via email for perusal.

RESOLVED that the Leases and Licences should be signed by both the Chairman and the Clerk, witnessed, and returned to Thrings.

RESOLVED that to comply with the notice confirming that the security of tenure provisions of the Landlord and Tenant Act 1954 do not apply to the leases, Charles Wakefield from Thrings may swear a statutory declaration in front of an independent solicitor on behalf of the Parish Council.

- ii. **To approve the purchase and installation of a litter bin, Badminton Road / Junction Sandringham Avenue** - Members agreed that a litter bin at this location would be advantageous and Clerk has obtained a quotation from SGC. The cost of a standard plastic post mounted bin is £152 and based on a weekly empty, the costs for transport and disposal will be £142.50 per annum. Cllr Ottewell advised that this is a South Glos Adshel shelter which normally have black floor bins sited next to them. As such, and with the need for a larger bin at this location,

AGREED to utilise one of the bins removed from King George V/Badminton Road at the appropriate time, instead of a post mounted bin as recommended by F&GP.

- iii. **To approve the way forward in respect of Christmas Lighting** – A proposal with various options was presented to members for consideration.

RESOLVED to keep the solar lighting as used at Christmas 2017 from Plantscape in the sum of £5,160.

RESOLVED to purchase further additional white lighting for all the trees along the High Street in Downend. Each set of lights would cost around £550 to purchase.

RESOLVED to purchase new lights for the Christmas tree itself from Blachere Illuminations quoted at £850.

164.20 OVERVIEW OF ANNUAL ASSEMBLY 2018

The venue for the Annual Assembly was considered excellent. Clerk has made enquiries as to the cost of holding Council meetings at the venue which is available on the third Thursday of the month, 6.30pm-9.30pm, £10/hour, ie, £30. This includes serving of refreshments prior to the start of the meeting.

AGREED to hold future Council meetings (June 2018 onwards) at Badminton Road Methodist Church. However, it is noted that December's meeting will have to be at Downend Baptist Church as this venue is not available. Clerk to make the appropriate arrangements with both venues.

164.21 CORRESPONDENCE

- Consultation on StreetCare winter maintenance changes 2018 – Have your say
- Have your say on changes to Healthwatch South Gloucestershire
- SGC letter outlining that South Gloucestershire Council has decided to stop using any chemicals on its open space or verges, although there is an option for parishes to opt back in. **Noted.**
- Merchant Navy Day, 3 September 2018 – Local authorities are being asked to fly the Red Ensign.

164.22 COUNCILLORS CONCERNS

Cllr Morris enquired if holiday cover can be provided in the Clerk's absence. Clerk advised that this would not ordinarily be done by parish councils.

Chairman

Date

Meeting closed at 9.15 pm.