

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 21 JUNE 2018

Present:

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

Officer: Angela Hocking.

Public: 2 members of the public.

165.1 WELCOME

Councillor Biggin welcomed members. Mike Ogden, the Gromit sculpture artist, was unable to attend. He has emailed to say that it is always a pleasure helping The Grand Appeal and fun to be included in The Trail as an artist, which is thanks enough. He is delighted that the Parish Council was able to sponsor his design and hopes it creates lots of positive feeling in the area.

165.2 APOLOGIES

Received from Cllrs Mike Baker, Ben Burton and Kathy Morris. Also from PC James Rochford, PC Paul Fortune and PCSO Hannah Tovey.

165.3 DECLARATIONS OF INTEREST

Received from Cllr Sharon Herniman and Cllr Colin Ogden (in relation to Friends of Bromley Heath Park).

165.4 ITEMS FROM THE PUBLIC

- The date of the Community Engagement Forum was **noted**.
- The Friends of Lincombe Barn Park and Woods thank the Parish Council for the works to the Britannia memorial.
- The Chair of D&BH in Bloom, Jackie Baker, introduced herself to members, and thanked the Council for their continued support.

165.5 ITEMS FROM THE POLICE

No report.

165.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17 MAY 2018

RESOLVED that the Minutes of the Annual Meeting held on 17 May 2018 be approved and signed as a true and accurate record.

165.7 MATTERS ARISING AND ONGOING ISSUES

- Page 2 – Cllr Woodburn has now joined the Planning Committee and Cllr Herniman is set up on the Facebook administration.
- Page 2 – Audit documentation has been sent to the External Auditors.
- Page 2 – Link to the Community Plan has been put on the Council's website.
- Page 3 – SGC have been requested to install speedvisors in both directions in the vicinity of the Park Road junction of Salisbury Road. Cllr Morris and Clerk have produced an article for Downend Voice in this regard.

- Page 3 – The defibrillator by Michael Nicholas is now operating again.
- Page 3 – The maintenance of the community garden at Westerleigh Road will be taken over by Downend & Bromley Heath in Bloom. **Noted.**
- Page 4 – All four bicycle stands received from Life Cycle UK have been installed. **Noted. Invoice awaited (to be paid from CIL funds).**
- Page 5/6 – D&BH in Bloom have received the £400 agreed from the Parish Council. Following Council's agreement to review the container and storage situation, Clerk circulated a suggestion from D&BH in Bloom to house the container (which is currently situated at Downend Library), together with an additional container (paid for by a sponsor), to within the car park at the Sutherland Avenue entrance. A map was distributed showing the desired location of the two containers. This site is only a suggestion and it may well be that the Parish Council feel there is a more desirable location.

AGREED in principle to house two additional containers within the car park, subject to formal agreement by the Friends Group and Landlords Consent from South Glos. Council.

AGREED that the Parish Council will pay the transportation costs of £150 to have the container at Downend Library moved to the car park, if all the necessary agreements are in place.

- Page 6 – Defibrillator for Cleeve Wood has been ordered.
- Page 6 – Clerk has met with Bill Crocker from the Bromley Heath Neighbourhood Watch. The first joint session with the local Neighbourhood Watches (all Watches to be invited) will be October's Council meeting, then quarterly thereafter.
- Page 7 – Bench seat at King George V has been successfully cleaned.
- Page 10 – Bunting has been installed in Downend.
- Page 11 – Clerk confirmed that the Leases and Licences for all the playing fields have been completed. Thrings will now proceed to deal with post completion matters and will send copies of the Lease and Licences signed by the Landlord in due course.
- Clerk advised that an alarm has finally been installed within the parish office, which is linked to the staff area within the library.

165.8 URGENT ACTIONS

Clerk reported that in total three windows at the Badminton Road pavilion have been broken. These have been boarded up by Downend Men in Sheds and painted white.

AGREED to leave the windows in this condition for the foreseeable future.

Clerk reported that the roof to the bus shelter opposite Stanbridge School had been damaged. SGC were asked to implement repairs, which has totalled £77. **Noted and Agreed.**

165.9 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. **Account balances** – As at 31 May 2018 = £624,376.70.
- iii. **Spending in accordance with Business Plan** – No report.
- iv. **Recommendations from Committee meeting held on 6 June:**

- Cleeve Wood Shops Committee have requested a donation towards the installation of CCTV at Cleeve Wood. The total cost of this project has been quoted at £1100 for a 4-way camera system. This could be increased to a 6-way system to allow for a camera over the new defibrillator, although this will increase the cost to £1600. The project has raised some queries, which have subsequently been addressed by the committee and Adam from West70 Photography has offered to meet the parish council if required:-
 - CCTV will only be accessible to the designated person/persons as per GDPR legislation. This means they will allocate one or two people who will have access. Any other access will be by request which would need to be in writing so a log can be kept. Anyone can ask to see images that have been recorded of them which will incur a £10 administration fee. 30 days of footage will be kept.
 - Permissions – The committee will need to apply to the Information Commissioner (ICO) for a CCTV licence, which costs around £40 per year.
 - Signage – Signs will be installed clearly showing that CCTV is in use and who to contact regarding questions. Estimated additional one-off cost £30.
 - Security – The CCTV unit itself will be housed in the pharmacy, fixed in place so it cannot be removed. The location will be kept private. The unit will also be password protected.
 - Running costs – once installed the only ongoing running cost will be the year payment to the ICO.

RESOLVED unanimously to provide a donation of £500 to the Cleeve Wood Shops Committee towards a 6-way CCTV camera system.

NOTED that all GDPR requirements will be met by the Cleeve Wood Shops Committee.

- Internal Auditor's report re. Xero Accounting – The internal auditor agrees that the Xero system works well and will be suitable for the Council's needs, although it is not bespoke to local government. It is suggested that further training will ensure the full potential of the system is achieved. **Noted.** The main point of concern was the need for Xero to be linked with Open Play to ensure VAT is correctly accounted for.

ACTION – Cllr Burton and Clerk are liaising on setting up Xero with OpenPlay as soon as possible.

- Printing facilities – Members noted that some members of the Parish Council print off documents to assist with their work as a Parish Councillor or Chair of committee. However, any such printing can be sent to the Parish Clerk to print at the Council offices when required. In addition, moving forward, with the purchase of tablets for all members and a projector, the likelihood of needing to print substantial amounts will be drastically reduced as members get used to the new methods of working and to be compliant with GDPR. **Noted and Agreed.**
- Knit and Natter request – The group have donated £209.52 to the Parish Council to purchase additional teddy bears for the hospital charity they are knitting for. As such,

AGREED to purchase a further 72 bears at a cost of £209.52, exc. VAT.

- Clerk has approached Bromley Heath Junior School in connection with the provision of banners, as agreed at full Council, May 2018. The school has responded requesting that such a grant could be used instead to help fund their plans for a sensory garden. Members were provided with information about the project (F&GP Minutes, June 2018).

AGREED to support the project at Bromley Heath Junior School in the sum of £500 to purchase sleepers for the garden. CIL funding will be used towards this scheme.

- Bromley Heath Neighbourhood Watch request – The GONE graffiti initiative has been clarified with South Glos Council. SGC have a target response time of 3 working days by the graffiti team. £60 per

hour is charged for graffiti removal on private land. If BHNW are going to be removing graffiti from privately owned property, this would need to be in agreement between Downend Men in Sheds and the property owner. There are liability issues, should any damage occur during graffiti removal, either due to damage by the graffiti removal chemicals or removal of mortar and surface coatings by the pressure washer. There are also health and safety considerations in terms of the use of chemicals, working near the highway, excluding the public from working areas and environmental considerations if working near water courses or other sensitive areas. SGC purchase their chemicals from Aquarius Solutions who offer a full training programme and on-going support as part of their service. Clerk has met with Bill Crocker who is keen to run a joint promotional project with Downend Men in Sheds, especially targeting companies like BT to ensure that the kiosks or Openreach cabinets can be quickly cleaned where necessary and to avoid future recurrences.

AGREED that the GONE graffiti initiative will be a joint venture solely between Downend Men in Sheds and BHNW.

ACTION – Clerk to notify Bill Crocker, BHNW, of this agreement.

AGREED – Clerk to contact Bradley Stoke Town Council who run a similar scheme, to ascertain restrictions, policies, training, creation of a disclaimer etc.

- Skate park refurbishment – Three companies have been contacted in relation to the refurbishment works. The only quotation received, despite chasing, is from Urban Recreation in the sum of £2,260.

AGREED to proceed with the quotation from Urban Recreation in the sum of £2,260. Clerk will attempt to secure a date for this work prior to the school holidays, and try to get SGC on site at the same time to implement the groundworks already agreed.

- GDPR – members were once again advised about personal data held on their own computers, ie, names and addresses of residents contacted about planning matters, or for election canvassing.

AGREED – by having a Council owned tablet and by the use of G Suite, this will ensure compliance of members whilst undertaking Council business. It is noted that work is ongoing but significant progress is being made to comply with the new legislations.

AGREED to review Standing Orders alongside the introduction of tablets for councillors and the use of Google Docs / G Suite, enabling the Standing Orders to reflect Council's newly adopted way of working. (Current version of Standing Orders will apply until that time).

NOTED that Finance & General Purposes Committee has reviewed Risk Management.

AGREED that GDPR will be put on the Council's agenda every quarter, once all formalities have been completed, to document access or breaches.

- Tablets – Following recommendations by Cllr Hunt, Cllr Griffiths and Cllr Burton, tablets have been ordered online at a total cost of £2,116.35 which includes VAT and delivery. The tablet is a Linx 12 x 64 12.5" FHD Intel Quad Core 64GB 4GB Windows 10 tablet. **NOTED.**

With regard to insurance of the tablets, Came & Co need to know simply the replacement value of the tablets to increase the General Contents sum insured, which includes office contents, with our insurer, Hiscox. The policy provides 'all risks' cover which means the tablets will be covered wherever they are kept within the territorial limits of the policy, ie, within the UK.

AGREED – Clerk to contact Came & Co and is authorised to pay any pro rata additional premium (if applicable) up until renewal in April 2019.

Asset Labels - Quotations and samples have been requested for asset labels for the tablets from different suppliers. **Noted.**

AGREED that Clerk has authorisation to purchase the required asset tags.

Cases for safe transport are obtainable online from Amazon at £7.99 each, £103.87 in total.

AGREED to purchase 13 cases, as detailed.

- Google Chrome browsers are beginning to flag every website that does not use HTTPS encryption.

AGREED to explore prices for D&BH PC to obtain an SSL certificate.

165.10 PLANNING COMMITTEE

The committee minutes of meetings held on 29 May and 12 June had been circulated to members and were **noted.**

165.11 WORKING GROUP REPORTS & PROPOSALS

Sports Pitches Working Group - Sports Pitches Working Group meeting to be arranged to look at the pavilion design, arrangements for the football season 2018/19 etc. Clerk has now received an indicative cost for the Badminton Road pavilion from Portable Building Sales but changes to the design will obviously have a significant impact on price. Clerk and Chair are meeting with Matt Boucher from the GFA in July. Again, his advice will be sought at this early stage of the design process.

ACTION – Clerk to circulate a meeting date to the working group upon Cllr Burton’s return.

Clerk also advised that both Heathfest and C in the Park have contacted the Clerk as there appears to have been much confusion this year from SGC Community Services about who does what. Having asked once again for clarification from SGC, SGC are now stating that D&BHPC should receive all documentation in relation to events at the playing fields, including using the South Glos Events Hire Form. Once all risk assessments, site plans, evidence of public liability insurance, method statements and additional documentation has been reviewed and agreed, all documentation should be signed off by D&BH PC. Once D&BH PC is confident that all the documentation is satisfactory, the papers are to be bundled together and sent to SGC for consultation and to obtain landlords permission. This will, of course, be a challenging task with regard to the annual fireworks event. **Noted.**

AGREED to create a working group at the appropriate time to examine all documentation in advance of an event.

Defibrillator Working Group – No report.

WW1 Beacons of Light Working Group – Police HQ have been made aware of the event. Cllr Ogden confirmed that the beacon is in manufacture. A schedule of events/timeline will be created. A Risk Assessment is required to be sent to the Parish Council’s insurers.

ACTION – Working Group members to liaise with the Parish Clerk about the Risk Assessment.

Working Practices / Emergency Planning – No report.

Hill House Park – No report.

Bromley Heath Park – The group has discussed a 5 year plan for the park. The flower bed will be too costly so this idea has been put on hold for the time being. Litter/dog bins are being discussed.

NOTED that a report will be brought forward at full Council in July for further discussion.

Gromit Working Group – Downend School would like to become involved in the Gromit project.

ACTION – Cllr Morris will discuss further with Nick Smith at Downend School.

In order to keep the sculptures looking their best during the trail, a volunteering programme has been created whereby 'Champions' are engaged, to check on the sculpture, clean any marks and report back damage, ideally on a twice weekly basis (Mondays and Thursdays). The Grand Appeal would like the Parish Council to take responsibility for our own Gromit. Cleaning materials and T-shirts will be provided.

NOTED that as Clerk will be on annual leave, Cllr Biggin's contact details have been provided as a point of contact.

NOTED that Diane Paddon has agreed that Ignite Youth Group can help on a Thursday evening. (Cllr Biggin to liaise with Diane).

NOTED that all Councillors have been provided with a date to inspect Gromit on a rotating basis.

NOTED that if members cannot make that particular date, IT IS THEIR RESPONSIBILITY TO SWOP WITH SOMEONE ELSE.

AGREED that Cllr Herniman will collect the 20 collection tins, cleaning equipment, 1000 trail maps etc a few days prior to the start of the trail. (Cllr Biggin to liaise with Cllr Herniman).

AGREED that each councillor will distribute a collection bucket prior to the start of the Trail, which will be collected by the same councillor at the end of the Trail.

Various resources, ie, colouring-in templates, have been sent to the Parish Council which will be used at Heathfest and C in the Park. Footprints on the pavement approaching Gromit have been agreed by SGC as long as they are 1.6m from the kerb. Clerk has seen a sample of the material that could be used which is less than 1mm thick and has a gritted surface to prevent slipping. These factors have been approved by the Area Inspector, SGC. The printed price of the footprints is £87 per square metre. 140mm diameter prints could create 49 prints per square meter.

AGREED to order one square metre at £87, with 49 footprints.

AGREED that the finished article is sent to Cllr Biggin.

AGREED that the footprints will be installed by Downend Men in Sheds. A small roller may be required for the installation. (Cllr Biggin / Cllr Poole to liaise).

Figurines are produced after the trail, but it is up to Aardman and the company producing the figurines to decide on which sculptures are produced. This is largely based on the complexity of the sculpture when scaled down.

Kustom Flooring will hold a meeting for interested businesses and organisations who would like to become involved in fundraising. Cllr Herniman has advertised this via Facebook and the DBC will also be marketing the event – THURSDAY 28 JUNE, from 5.30pm.

There will be a Gromit Unleashed 2 Exclusive Private View of all the trail sculptures on 26 June. Cllr Biggin and Cllr Morris will attend.

**NOTED that a Welcome photograph will be taken at 7pm on Monday 2 July with Gromit.
ALL PARISH COUNCILLORS ARE REQUESTED TO ATTEND.
Photograph to go in the next Downend Voice.**

ACTION – Cllr Morris to arrange the photographer.

The Downend Gromit will be featured as the ‘Sculpture of the Day’ by The Grand Appeal on 15 July. Wallace & Gromit’s Grand Appeal have sent a ‘sneak peek’ photo of our sponsored sculpture. This can be shared on social media and other channels from 9am on 22 June. It will also be possible to announce the artist as Mike Ogden. Photo circulated to members.

ACTION – Cllr Herniman to update Facebook.

Sculpture names will not be released until the Trail launch. A press release will be sent regarding the high profile brands working on the Trail. A copy will be sent as soon as it is confirmed.

ACTION – Cllr Biggin and Cllr Herniman to liaise re advertising via Facebook.

ASB/Local Crime – Cllr Griffiths will circulate minutes from the meeting recently held in an attempt to solve the level of anti-social behaviour in the main hot spots of Bromley Heath Park, Britannia Woods, Badminton Road Methodist Church and King George V Playing Fields. Residents should be encouraged to report incidents on 101.

165.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

165.12.1 Councillors to decide if any matters need referring to working groups or objectives need changing

It was agreed not to set up a Traffic Working Group at this time.

165.12.2 Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk

Clerk has met with a representative from Blachere Illuminations regarding the Christmas tree lights that have been agreed and the lighting to the trees along the High Street.

The lighting for the Christmas tree has been costed at £722.50 (within the agreed £850 budget agreed). Lighting for each tree in Downend varies dependent upon the size of the tree but averages £482.80 per tree (within the £550 budget agreed). However, there is an additional cost to install the lights in each tree, which averages £422 per tree. Blachere Illuminations suggest leaving the lighting insitu throughout the year. However, Clerk has contacted SGC who would prefer that they are taken down each year. This would of course involve an additional charge to the Parish Council.

Blachere have provided a comprehensive quotation, which can be tailored to suit our requirements, ie, every other tree could be lit this year and increase the numbers in 2019.

In summary:-

- Cost to purchase and install/remove lights on the Christmas tree (2400 LEDs) £1,330.00
- Cost to purchase and install lights to 8 x trees along the High Street £6,936.60
(800-1800 LEDs dependent on size of tree) **£8,266.60**

In addition, the solar trees will cost **£5,160** from Plantscape.

Following a proposal from Cllr Jon Hunt, and a unanimous vote,

RESOLVED (subject to South Gloucestershire Council agreeing to the lights being left in the trees throughout the year) to accept the quotation from Blachere Illuminations for the purchase and installation of white Christmas lights for the Christmas tree and 8 trees along the High Street.

ACTION – Clerk will seek clarification from South Glos. Council in writing, prior to the Order being placed.

165.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Jon Hunt:-

- A few more days remaining to respond to the 20mph consultation.
- Woodside Road – possibility of becoming a cul-de-sac.
- Christchurch Avenue residents looking at having Downend’s first residents parking zone.

Cllr Biggin requested volunteers to help at both C in the Park and Heathfest.

165.14 OPPORTUNITY FOR COUNCILLORS TO VERBALLY PROPOSE SUGGESTIONS

Cllr Raj Sood asked for the hedge to be cut back along Badminton Road.

ACTION – Clerk.

165.15 PROPOSALS

Various policies have been considered by the Finance & General Purposes Committee for adoption by Council, forming part of our ongoing commitment to GDPR compliance.

RESOLVED to accept the following policies, as circulated:

- **Retention & Disposal Policy**
- **Information & Data Protection Policy**
- **The Management of Transferable Data Policy**
- **Social Media and Electronic Communication Policy**

165.16 CORRESPONDENCE

- South Glos Council Scrutiny Commission Gypsy & Traveller Task and Finish Group Consultation. **Noted.**
- Bus franchising – Email from Timsbury Parish Council. **Noted.**
- Have your say on proposed changes to healthy lifestyle and wellbeing services in South Gloucestershire. **Noted.**
- Youth Activities Officer – opportunity for partnerships and collaboration – email circulated to members on 14 June. **Noted.**

165.17 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

Cllr Biggin has attended the AGM at Headway. Also attended Summer in the Park, Page Park.

Chairman

Date