

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 19 JULY 2018

Present:

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

Officer: Angela Hocking.

Police: Sergeant Ruth Gawler and PC James Rochford.

Public: 5 members of the public

166.1 WELCOME - Cllr Burton welcomed members to the meeting.

166.2 APOLOGIES - None received.

166.3 DECLARATIONS OF INTEREST - Cllr Colin Ogden (in relation to Friends of Bromley Heath Park).

166.4 ITEMS FROM THE PUBLIC

Resident of the parish queried people using the wickets at King George V Playing Fields.

The first joint meeting of the Parish Council / Neighbourhood Watch Groups will be open to the public to attend.

Helen Buick, Childrens Worker from Christ Church, Downend, provided a background to Downend Soup and Junior Soup which will be launched in October. 3 local schools will be involved and the money raised will be divided between each school (Bromley Heath Juniors, Christ Church Juniors and Staple Hill). One of the teams is passionate about plastic recycling and will be running a campaign to install recycling bins in the local parks. In addition, they hope to run an initiative on plastic bag recycling. The group will also be implementing a litter pick on the beach at Weston-super-Mare.

AGREED that Helen and representatives from Junior Soup will attend September's Council meeting so they may engage with the Parish Council about their ideas.

166.5 ITEMS FROM THE POLICE

Sergeant Ruth Gawler and PC James Rochford addressed the meeting. The main item of concern was the recent vandalism in Downend which has brought to light once again the need for CCTV, for which the Police are in full support. There have also been several reports of dangerous driving. The Police encouraged the use of 101 for reporting all concerns, although members highlighted the long waiting time to get through, which will be taken forward by Sgt Gawler. The Police also reported on the changes to the Neighbourhood Policing team in the coming months.

166.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 JUNE 2018

RESOLVED that the Minutes of the meeting held on 21 June be approved and signed as a true and accurate record.

166.7 MATTERS ARISING AND ONGOING ISSUES

Page 2 – Siting of the containers at the Sutherland Avenue car park is still being explored. Input awaited from the Downend Round Table.

Page 4 – Clerk has contacted Bradley Stoke Town Council. They do not run a graffiti removal scheme as such but act as a reporting hub for graffiti in Bradley Stoke. Reports/photos of graffiti are passed on to the various utility companies. They have recently purchased a piece of equipment which will assist in graffiti removal and two members of staff have been appropriately trained so a free of charge graffiti removal service can be offered to residents. Unfortunately, Cllr Hunt confirmed that they have been unable to get insurance with their current provider.

AGREED that Downend Men in Sheds speak to their own insurers in the first instance.

Page 4 – Urban Recreation and SGC have been able to implement the skatepark repairs, prior to Heathfest.
Page 4/5 – Tablets and travel cases for all members have arrived, along with asset tags for each individual tablet.

Page 5 – SSL Certificate has been purchased.

166.8 URGENT ACTIONS – No report.

166.9 VACANCY FOR A PARISH COUNCILLOR

Cllr Burton confirmed that Kathy Morris has resigned from Downend & Bromley Heath Parish Council, and all members thanked Kathy for her work on the Parish Council. Clerk has informed South Glos Electoral Services about the casual vacancy in Bromley Heath West Ward. D&BH PC will be informed if a request for an election is received by 5pm on 31 July. Otherwise, the Parish Council may co-opt. If a co-option is confirmed,

AGREED that the appropriate notice about co-option should be placed in Downend Voice and on the parish website/Facebook, with a view to receiving any nominations prior to September's Council meeting.

166.10 VANDALISM IN DOWNEND AND POSSIBLE CCTV INSTALLATION

Following on from conversations with the Police, Clerk confirmed that she first met with Robert Evely, Anti-social Behaviour Case Officer, SGC and Paul Worsley, CCTV officer in November 2017. Paul Worsley has subsequently reported that a quotation has been received for CCTV in Downend High Street, but states that 'discussions are ongoing as to whether CCTV is a viable option as there are certain considerations that SGC would need to get through prior to any installation'. Clerk has spoken to PC Rochford and it is suggested contact is made with Dave Ashford of Avon and Somerset Police to discuss and explore options.

AGREED to arrange a meeting with Dave Ashford as a priority.

166.11 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 22 June 2018, the total of all accounts amounts to £609,163.54.
- iii. **Spending in accordance with Budgets and Business Plan** – No report.
- iv. **Recommendations from Committee meeting held on 16 July -**

- A paper outlining procedures to follow in the absence of the Clerk was duly noted by the committee and this will be stored on Google Drive should this be needed in the future.
Noted.

- Bus Shelter – Proposal for a new shelter outside the public conveniences on Westerleigh Road received from Cllr Ottewell. Cost of the shelter is £3,847.50 which is approved by F&GP. However an alternative 2-bay shelter can be purchased at £3,055.00 In addition, committee suggest that the spare timetable board in storage is installed at the bus shelter along Downend Road, which will obscure the view of people looking into the adjacent property. Vandalism has occurred to the bus shelter at Queensholm Drive.

AGREED to appoint BC Shelters to install a new 2-bay shelter at Westerleigh Road, in the total sum of £3,055.00.

AGREED to appoint BC Shelters to install the timetable board to the Downend Road shelter (free of charge).

AGREED to appoint BC Shelters to replace the polycarbonate panels to the bus shelter on the corner of Queensholm Drive from the quotation received at £80 + VAT.

- Localism – A new shoot bolt assembly and padlock are required for the garage door at Sutherland Avenue.

AGREED that Clerk and Downend Men in Sheds will liaise on moving this forward.

- Car park at Bromley Heath – Proposal brought forward by Cllr Ogden that, as part of the long term plan of the Friends Group, it is suggested to make the car park into a basketball court. Clerk can obtain quotations to have the area cleared to assess its suitability. However, in the first instance, Landlords Consent has been requested from Tina Rainey.
- GDPR – The following were approved in principle by the committee:
 - Data map
 - Subject Access Request procedure
 - Data Breach Policy
 - Security Compliance Checklist
 - How and when to implement Privacy Impact Assessments

AGREED that all policies should be further assessed as it is considered that these could be rationalised into one GDPR policy.

AGREED that once members are confident with the newly adopted working methods, a review of Standing Orders will be implemented.

NOTED that Clerk has requested GDPR training for parish clerks, via ALCA.

- Existing Christmas Lighting Motifs – City Illuminations are holding onto 5 Christmas motifs following their agreement to store these as the Parish Council were unable to secure sponsorship for their repairs. City Illuminations have now contacted the Clerk to state that the repairs were made as they expected the Parish Council would require this work to be done. As such, they are willing to reduce the repair costs to £1100. Clerk has responded confirming that the repairs were not authorised and as such payment for the repairs is unreasonable. To alleviate their storage situation, Clerk has requested that the motifs belonging to D&BH PC are returned. Email subsequently received on 19 July apologising for the confusion. The Parish Council is asked to accept the costs of haulage to collect and return the motifs to D&BH PC at £200 + VAT. Labour and materials will now be provided free of charge of this occasion.

AGREED to arrange for the motifs to be returned and placed in storage with South Glos. Council.

AGREED to include an agenda item for September on what to do with all the motifs currently in storage.

- New Christmas lighting - SGC Electrical Officers recommend that lighting strings are removed each year. If this is not the case, the installer will need to indemnify SGC and D&BH PC and put in place appropriate measures to test and inspect the lighting strings prior to commissioning each year.

The tree maintenance team have also been made aware of the proposed lighting and have no objection in principle to the lights in the trees in Downend High Street. Their only considerations are that the installation of the lights does not have a detrimental impact on the trees, specifically how the lights are attached to the trees. Clerk has provided SGC with information on the installation and maintenance of the lights that ensures the trees are not damaged.

Another possible challenge is that pruning the trees will be more awkward if they are strewn with lights. The trees have been pruned a number of times in the past and always back to the same pruning points. A possible solution might be that the lights do not extend out beyond these pruning points. **NOTED.**

Following discussions in line with the above at Finance & General Purposes, Clerk confirmed that the appropriate order will now be placed with Blachere Illuminations. **NOTED AND AGREED.**

- Authorisation of Council payments during August is **AGREED. Clerk will report back to full Council in September.**
- Cheque number 1958 has been mislaid. **APPROVAL given to stop this cheque and reissue another.**
- Hazel Holly Florist ask for the Parish Council's help in registering Downend as part of the initiative to promote High Streets with the Government run Great British High Street Awards. **AGREED.**
- First Aid Training and Defibrillator training – this will be organised at a future Parish Council meeting (6pm start time). Cllr Poole is investigating.
- Grant application received from Downend Soup and Junior Soup. Ordinarily, grants are considered twice each year but clerk brought this to members' attention in view of the timescales involved. Cllr Burton considered that the rules should be clarified and deliberated by members to ensure that the Council is consistent with any application received.

AGREED – Cllr Burton to bring a proposal in relation to grant applications to the next full Council meeting.

RESOLVED unanimously to approve the grant application for Junior Soup in the sum of £300.

- Request received to use King George V for 1 hour each week to run an exercise session for people after the school run in the morning. To be held on a Thursday using the area in the top left of the park.

AGREED that as long as insurances are received and no fees are being made to participants, there will be no charges incurred. However, if more intensive use is required, this will have to be reconsidered.

- Downend Round Table wish to hire King George V and Badminton Road playing fields for a total of 3 days for the fireworks event.

AGREED to charge £80 per day, in addition to £300 administration costs. DRT will also be asked to provide a donation to the Friends Group.

- The initial grant request from Christ Church, Downend is ongoing. A further proposal has been received, which will be discussed at Finance in August.

166.12 PLANNING COMMITTEE

The committee minutes of meetings held on 26 June and 10 July had been circulated to members and were **noted**.

It was also **noted** that Cllr James Griffiths has withdrawn from the committee and additional members were invited.

166.13 WORKING GROUP REPORTS & PROPOSALS

Sports Pitches Working Group – Meeting to be held during August. Date to be advised.

ACTION – Clerk and Chair to liaise on a date for circulation to all members.

A meeting has been held with Clerk, Chair and Matt Boucher from the GFA. Clerk also outlined an email received from Will Roberts, CEO, CSET as the Clerk had queried the schools intention regarding fencing off pitch no. 3. This pitch is compromised as it is routinely fouled by dogs. It is being considered by the school to erect fencing but with wide gates on to the main field which can be opened for football teams, events etc. The works to upgrade the all-weather pitch at the school will involve upgrades to the fencing and it may be that if that project goes ahead, it would be a logical time to secure the school's boundary on the field as well. Mr Roberts is interested in the views of the Parish Council and local users.

AGREED that such a solution would work well for all parties.

Defibrillator Working Group – The defibrillator for Cleeve Wood Shops has been received and is awaiting installation. Cllr Poole is making the necessary arrangements with an electrician. **Noted.**

WW1 Beacons of Light Working Group – The first batch of poppies have been delivered to Downend School. Knit and Natter are creating a banner. Risk assessment is being prepared by John Lockwood. A request for funding will be made to the Parish Council towards having St John Ambulance on site for the event. The committee will not be holding a collection on this occasion.

Working Practices / Emergency Planning – No report.

Hill House Park – No report.

Bromley Heath Park – Report awaited from the last meeting (see Council minutes June 2018), including the Friends vision for a 5 year plan.

Gromit Working Group – Cllr Janet Biggin has been to 22 shops and businesses who have been provided with collecting tins. At the end of the Trail, each member will be asked to collect 2 tins from those shops and businesses who have participated. **Noted.**

ASB/Local Crime – Cllr Hunt confirmed that the actions are being worked through from the meeting held between the Police, South Glos ASB , Councillors, Neighbourhood Watch and local interested parties.

AGREED that the Parish Council Working Group arranges a meeting to check on the action plan and agreed outcomes. Ongoing issues can be further discussed at the Community Engagement Forum in October.

166.14 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

166.14.1 Councillors to decide if any matters need referring to working groups or objectives need changing – no report.

166.14.2 Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk – no report.

166.14.3 Issues arising from Town & Parish Council Forum – Attended by Cllr Biggin, who advised on the presentations made at the meeting.

166.15 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Hunt explained the new streamlined planning procedures at South Gloucestershire Council which will now involve two committees instead of one. Parish Councils can refer a matter directly onto the circulated schedule and parish councillors can attend and speak at site meetings on behalf of residents.

166.16 OPPORTUNITY FOR COUNCILLORS TO VERBALLY PROPOSE SUGGESTIONS

Downend Men in Sheds need to dispose of a lot of wood which is located behind a resident's fence, who has emailed the Parish Council about his concerns. Cllr Poole asked if the Parish Council would be willing to fund the disposal of these items.

AGREED. Clerk and Cllr Poole will liaise on the way forward.

166.17 CORRESPONDENCE - No items raised.

166.18 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

Cllr Herniman explained that the crowd funding page following the vandalism in Downend High Street has reached in excess of £2,000. As the page specifically detailed Downend & Bromley Heath in Bloom, all the funds raised will be directed to this group.

Cllr Biggin raised concerns about the waiting times for the no. 10 bus. Also the traffic congestion at certain times on Westerleigh Road by the public conveniences. There will be a Heritage Lottery Funding event at Page Park on 1 June.

Chairman

Date

Meeting closed at 8.40pm.