

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 20 SEPTEMBER 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.

Public: 12 members of the public

167.1 WELCOME

Cllr Burton welcomed members to the meeting.

167.2 APOLOGIES

Received from the Police and Dave & Jackie Baker (D&BH in Bloom).

167.3 DECLARATIONS OF INTEREST

- Cllr Ben Burton (in relation to Planning application PK18/3965/F)
- Cllr Colin Ogden (in relation to Friends of Bromley Heath Park)
- Cllr Sharon Herniman (in relation to Friends of Bromley Heath Park)

167.4 ITEMS FROM THE PUBLIC

Residents raised concerns about the unreliability of bus services in the area and the poor transport links to Southmead Hospital. Cllr Burton explained that the Parish Council subsidises service 462 but would be happy to make representations about other services.

AGREED that Cllr Ottewell will raise the issues and concerns brought to light by residents at the next Public Transport Forum.

The newly installed street lighting in Queensholm Crescent and Greenleaze Avenue was queried as this does not appear to be LED.

ACTION – Cllr Hunt will make further investigations.

167.5 ITEMS FROM THE POLICE

Report circulated from PC Chris Fewell in relation to Crime/ASB and bike thefts. **Noted.**

167.6 PRESENTATION BY HELEN BUICK, CHILDRENS WORKER, AND CHILDREN FROM CHRIST CHURCH JUNIOR SOUP

Children from Christ Church Junior Soup provided a presentation to members outlining an initiative they are promoting on plastic bag recycling. They request plastic recycling bins are installed in the local parks. A request was made for '5 minute litter picks' to be held.

AGREED – Clerk will investigate the age limit for litter pickers on the Parish Council's insurance.

AGREED – Cllr Herniman hopes to arrange a litter pick within Bromley Heath Park and will contact the group once arrangements have been made.

167.7 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 JULY 2018

RESOLVED that the Minutes of the meeting held on 19 July be approved and signed as a true and accurate record.

167.8 MATTERS ARISING AND ONGOING ISSUES

- Speedvisor at Salisbury Road – SGC confirm that the speed reminder sign installed in Salisbury Road outside house number 32 for both east and west bound traffic gave average speeds of 22mph and a 85%ile traffic speed of 26mph. As both traffic speeds are below the posted 30mph speed limit, the site would not normally be revisited. However, when residents brought this forward to full Council, the proposal was to reduce the speed limit to 20mph and therefore the speedvisor has proven that the majority of traffic travel in excess of this.

AGREED – Clerk to refer this matter back to SGC and make representation that the whole road is reconsidered as a 20mph zone.

- 166.10 – CCTV – Clerk has been in contact with both the Police and SGC. It is understood that there are underground ducts through Downend which would enable the infrastructure for CCTV to be put in place, this being taken directly to the control room in Bristol who would monitor the system. This would mean that South Gloucestershire Council would become the Data Controller in respect of GDPR.

Paul Worsley, CCTV Officer at SGC, confirms that data is currently being gathered to identify if there is justification for installing CCTV. Once finalised, it will then be collated into a briefing paper to be reviewed by senior management within the Council and open to discussion.

Following the initial installation costs, there will also be other associated ongoing costs with such a project, ie, routine maintenance, fibre network costs and potentially increased monitoring. The Parish Council is asked if they are in a position to financially support such a project. Although difficult to be precise, full installation costs based on three cameras is expected to be around £10,000. Ongoing fibre rental costs could be anything from £1,000-£2,000 per annum.

AGREED in principle to support the installation of CCTV. However, once the process has been finalised by SGC, and the division of responsibility is clarified, costs can be further assessed at that time.

ACTION – Clerk to confirm the above with SGC and request details of the timeline moving forward.

- 166.11 – New bus shelter at Westerleigh Road has been installed. Polycarbonate panels have been replaced at Queensholm Drive. The information board is being modified for installation at Downend Road and this should be installed week commencing 24 September.

167.9 URGENT ACTIONS

BOUNDARY WALL – CLEEVE LODGE / KING GEORGE V PLAYING FIELDS – Email received from the Principal Engineer, Davidson Walsh, in connection with the stability of the rear boundary wall of Cleeve Lodge which adjoins the playing fields at King George V. The Engineer confirms that there has been severe movement of the rear wall which he considers represents a significant risk to users of the playing fields. Following conversations with Cleeve Lodge, they have erected temporary signage and barriers to keep the public

away. Moving forward, Clerk is arranging a site meeting with Davidson Walsh, South Glos. Council and Cleeve Lodge. It is intended to install fencing positioned twice the height of the wall to allow for the wall falling over and any lumps of masonry will then be projected within a safe zone. It also ensures that any operatives installing the fencing are not put at risk if the wall falls on them when working. South Glos Council are visiting site on Friday 21 September to assess the project.

AGREED to proceed with the erection of suitable fencing to safeguard the users of the playing fields.

CHRISTMAS LIGHTING IN THE TREES THROUGH THE HIGH STREET – Several emails have been sent to and from SGC and Blachere Illuminations. SGC have raised various concerns about the installation of the lights to the lighting columns themselves. Blachere Illuminations believe their proposed tried and tested method would be completely satisfactory but cannot underwrite the risks detailed by SGC. However, Clerk has contacted our insurers, Came & Co, who confirm that D&BH PC has liability cover in place, as long as a Risk Assessment is performed. Following discussions,

RESOLVED to continue with the purchase and installation of the lighting by Blachere Illuminations.

AGREED that Clerk will implement a Risk Assessment, as requested by Came & Co.

167.10 CASUAL VACANCY – BROMLEY HEATH WEST WARD

SGC wrote to D&BH PC on 1 August confirming that as no requests have been received by the Returning Officer to fill the casual vacancy, the Parish Council may fill the vacancy by co-option. As agreed, an advert was placed in Downend Voice and on our notice boards and website. Members were circulated with two applications. Following discussions,

RESOLVED to appoint Holly Doyle as Parish Councillor for Bromley Heath West Ward. Declaration of Acceptance of Office duly signed on 21 September 2018.

167.11 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 31 August 2018, the total balance of the Parish Council's accounts amounts to £586,169.88.

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

- iv. **Report from the Internal Auditor** – The internal auditor verified the quarterly VAT return and carried out a detailed examination of the Xero system/Open Play. Ongoing monitoring of the systems will be required to ensure accuracy.

- v. **Recommendations from Committee meeting held on 23 August** –

Members were furnished with the minutes from the meeting.

GRANT APPLICATION FROM CHRIST CHURCH, DOWNEND – Members were advised of the legal powers held by parish councils in connection with the provision of grants to churches. The application received from Christ Church can be broken down into two options:

1. Essential lighting for safety and security	£5,615.79
2. Additional lighting to floodlight the building and trees in the churchyard	<u>£10,709.49</u>
TOTAL	£16,325.28

After discussion by members as to the public and community benefit for this application, including accessibility by community groups, Cllr Biggin proposed that a grant is provided for the essential lighting, seconded by Cllr Woodburn. Following a vote (7 in favour),

RESOLVED to award £5,615.79 to fund essential lighting for safety and security at Christ Church, Downend, as it is considered a matter of public and community benefit.

INSTALLATION OF TAPS FOR HOSEPIPES AT BADMINTON ROAD PAVILION – In view of the urgency to have the taps installed, the work has been arranged, the total cost of which is £240. **AGREED.**

WORKS TO CRICKET PITCH AT BADMINTON ROAD SITE – Prestige Grounds have contacted the Clerk about restoring the ends of the pitches to make the squares level again (remove the ‘saddling’) which is contributing to the dangerously high bounce. Clerk was asked by F&GP to explore funding via the ECB, although it immediately became clear that they would not fund such a project. In addition, any works would need to be undertaken during September to ensure the grass germinates through the autumn/winter. A subsequent email to this effect was sent to members of F&GP, who responded that the project should proceed. However, an independent report was also obtained to satisfy these proposals. The proposal was subsequently emailed to all Councillors.

RESOLVED that the works required to the saddles at Badminton Road Playing Fields is undertaken via Prestige Grounds Limited. Costs are estimated to be £3,000-£3,500.

WASPS NEST - has been uncovered on the wooden sculptures at Badminton Road/King George V. Prestige Grounds made the appropriate arrangements for its removal which will be added to their next invoice.

SKATE PARK – South Glos Council have reported that the skate park gates may have a design feature which has caused two serious incidents in other areas. As such, consideration has been given to their replacement rather than making the required repairs which were necessary anyway. GB Sport & Leisure UK Ltd carry out such work for SGC and have provided quotations for various options. The gates will have self-closing mechanisms that are of a type which SGC Inspectors can adjust. Slam plates will also be included and the gates will be yellow to make them stand out for people with visual impairments.

RESOLVED to accept the quotation from GB Sport & Leisure UK Limited in the sum of £2,057 + VAT to provide 2 no Prosafe Gates at Bromley Heath Skate Park.

The sign for the skate park fence giving D&BH PC’s contact details has been installed by Downend Men in Sheds. **Noted.**

WW1 BEACONS OF LIGHT – FINANCIAL SUPPORT –The steel for the beacon has been paid for by Downend Men in Sheds totalling £96.

AGREED to reimburse Downend Men in Sheds with £96.

Financial request also received for £110.40 which is the cost involved for St John Ambulance to be present.

RESOLVED that Clerk will make the necessary arrangements with St John Ambulance to be in attendance at the Beacon Event.

Clerk is attending GDPR training with the Society Of Local Council Clerks (SLCC), the cost of which will be £75 exc. VAT. **AGREED.**

CHRISTMAS LIGHTING – A quotation of £692 has been received from SGC to install and remove the 3 motifs at Cleeve Wood and to store for a further year. **AGREED.**

PAYMENTS FOR AUTHORISATION DURING AUGUST – A list of payments for authorisation were **AGREED and sanctioned for payment.**

167.12 PLANNING COMMITTEE

The committee minutes of meetings held on 24 July, 6 & 21 August, 4 & 18 September were duly **noted.**

Planning training has been discussed. Avon Local Councils Association (ALCA) offer 'At Your Place' training sessions for a fixed fee of £200.

AGREED to bring forward again with the new Council after the Elections in 2019.

167.13 WORKING GROUP REPORTS & PROPOSALS

Sports Pitches Working Group (SPWG) –

- PAVILION – Business Plans are being explored to secure funding which will be discussed at the next meeting.
- CONTAINERS – After many discussions about the best position of the two containers for DBH in Bloom and the single container for Downend Men in Sheds (DMIS), SPWG concluded that the best course of action would be to have two containers (with wood cladding) next to the childrens play area in the Sutherland Avenue car park. The container behind Downend Library could be relocated to Bromley Heath beside the pavilion, again clad in wood as per the container at Lyde Green Sports facility.

South Gloucestershire Council has given Landlords Consent to the repositioning of these containers, all as detailed above. However, the container at Bromley Heath must be sited on a hard-standing. A quotation has now been received from South Glos Council to implement the work, totalling £1,252.56 exc. VAT.

South Gloucestershire Council has also completed the cutting back of the trees over the container at the library in order that it may be accessed for removal. Removal will need to be done in liaison with the clinic and library to ensure all risks are covered, and it may require closure of the car park.

However, these investigations have brought to light that the container at the library was never formally given to the user groups and still remains in the ownership of SGC. After discussions between the Clerk and SGC, it has been agreed to let the Parish Council have both containers currently behind the library. A donation is welcomed.

AGREED to provide a donation to South Gloucestershire Council of £200 towards the containers at the rear of Downend Library.

AGREED – Clerk to accept the quotation for the installation of hard standing by the pavilion at Bromley Heath from South Glos Council in the sum of £1,252.56.

RESOLVED to waive Financial Regulations in respect of striving to obtain three quotations on this occasion.

Clerk has obtained a quotation for transportation of the containers. Quote received from D B Plant & Lifting Limited (as recommended by South Glos Council) to move all the containers in the sum of £350 + VAT. The only stipulation is that someone is at each site to ensure the containers are sited correctly.

AGREED to accept the quotation from D B Plant & Lifting Limited in the sum of £350. Containers to be located at Bromley Heath and one to Badminton Road Playing Fields. (Existing container at Badminton Road Playing Fields will have to be moved approximately 3 metres).

- Pitch 3 by Downend School – Will Roberts, CEO, CSET has proposed fencing off the pitch to prevent dog fouling. However, the school do not want to compromise the integrity of the wider field from a community perspective so discussions are ongoing about installing wide gates on to the main field which can be opened for football teams, events, etc.
- DEFIBRILLATOR requested at the Badminton Road pavilion.

AGREED to purchase a defibrillator at the pavilion without delay. Precise location to be agreed.

Defibrillator Working Group – The defibrillator at Cleeve Wood has been installed on the side wall of Cleeve Wood Pharmacy. In order to get the defibrillator in use, a Guardian needs to be appointed.

AGREED that Cllr Poole will organise some local training, at which time it is hoped a Guardian will come forward.

WW1 Beacons of Light Working Group –

Remembrance Sunday – In 2017 a wreath was purchased via South Gloucestershire Council.

AGREED to order a wreath from South Glos Council for Remembrance Sunday 2018.

Cllr Ogden provided a report on arrangements to date for the Beacon Event. Clerk has forwarded a detailed risk assessment to our insurers and South Glos Council have been provided with arrangements for the event. Crowd control barriers are required which have been costed by Men in Sheds as around £133. However, Men in Sheds still have to buy some lights and gas for the welder for making the beacon, so the funds they have been provided with are limited. As such, Clerk sought agreement from members to order and pay for the necessary crowd control barriers.

AGREED to make the appropriate arrangements for the crowd control barriers.

Downend Men in Sheds will be completing a timeline for the day. Once received,

AGREED to pass to the Police to ensure they are fully briefed on the event, and to ensure the safety of groups / participants crossing the road etc.

(Cllr Herniman left the meeting at 8.50pm.)

Working Practices / Emergency Planning – Chair and Clerk have met to look at current policies and Standing Orders. A lot of the policies can be reduced and amalgamated and these will be brought to full Council in October for ratification.

Hill House Park – No report.

Bromley Heath Park – Clerk confirmed that a decision from the Friends Group about upgrading the bins within the Park had still not been received.

RESOLVED to utilise the details within the original report, but to allow for plastic recycling bins.

RESOLVED to order the bins, as already agreed by full Council in May, which will be funded from the Community Infrastructure Levy award.

AGREED – Clerk will discuss the bins and their locations with Brad, Prestige Grounds, prior to placing the order.

Gromit Working Group – A grand total of £1,145.46 has been raised from the Gromit collection tins and buckets.

ASB/Local Crime – No report.

167.14 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

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

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

FLY TIPPING – Following a complaint about fly tipping in the lane to the rear of Farm Court, Clerk has written to all residents of Farm Court. Although this has led to several complaints and enquiries, it is hoped that the matter will now be resolved. **Noted.**

167.15 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Hunt advised of a proposal to make Woodside Road one-way. To be brought forward at full Council, October.

167.16 OPPORTUNITY FOR COUNCILLORS TO VERBALLY PROPOSE SUGGESTIONS

167.17 PROPOSALS

- i. Proposal re. Christmas motifs currently held in storage** – Members received a report from the Clerk proposing that 16 sets of Christmas motifs are offered and subsequently sold to other Parish/Town councils. Blachere Illuminations have costed the motifs at £200-£300 per item.

RESOLVED to offer the motifs to other Parish and Town Councils at £250 per set.

- ii. Proposal to purchase a Tommie for the Parish** – Proposal received from Cllr Hunt to purchase a 6ft Tommie silhouette which could be located in the high street in Downend by the War Memorial, to commemorate the end of World War One and tie in with the Beacon of Light event. The Tommie can be purchased for £750.

RESOLVED, subject to agreement from South Gloucestershire Council, to proceed, all as detailed.

- iii. Proposal re. consideration of grant applications** – A proposal was put forward by Cllr Burton as to how the Parish Council deals with future grant applications when received.

RESOLVED:

1. The yearly grant budget shall be divided into two separate and equal parts: 1 April to 30 September; and 1 October to 31 March each a 'Grant Budget Period'.
2. Grant applications shall be considered at the next Finance Committee meeting after they are submitted to the Parish Clerk. In the event the Parish Clerk has requested further information from the applicant, then the grant application shall be considered at the next meeting after the Parish Clerk considers all necessary information has been provided.
3. The Finance Committee will review the grant application to ensure that: (i) it contains all necessary information for proper consideration at a Full Parish Council meeting; and (ii) there are sufficient funds in the current Grant Budget Period to pay the grant.
4. The Finance Committee will not discuss the merit of the application further but will either:
 - a. Refer the application to the next Full Parish Council meeting for consideration.
 - b. Request further information from the applicant before making a decision.
 - c. Place the grant application on hold until the next Grant Budget Period if there are insufficient funds remaining in the current Grant Budget Period (if the application is placed on hold then a short overview of the application will be noted at the next Full Parish Council meeting).
5. Grants shall be allocated by the Full Parish Council on a first come first served basis until the budget in the relevant Grant Budget Period is exhausted. If the budget is exhausted then no further grants will be awarded until the start of the next Budget Period.
6. Subject to the Finance Committee confirming there are sufficient funds, even when the budget for the current Grant Budget Period has been exhausted, the Full Parish Council will retain the right to allocate further grant funding where they consider it in the best interests of the Parish to do so.
7. The Clerk is authorised to update the rules and application form for grant applications to reflect the change of rules.

167.18 CORRESPONDENCE

In addition to the correspondence displayed for members to view, Clerk outlined that the next Community Engagement Forum will be held on Wednesday 10 October at Lyde Green Community Centre, 125 Willowherb Road, BS16 7GG at 7 o'clock. Apart from the usual agenda items there will be an update on the ASB meeting held in Downend last July as well as a presentation/Q&A from Paul Ashby of the Youth Offending Service, and a further item from the Lyde Green Residents Association/Community Centre.

167.19 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

- Cllr Ottewell – the pavement in Fouracre Crescent is in a poor state. Pictures will be taken for onward transmission to South Glos Council.
- Cllr Ogden – the visibility at the junction of Oakdale Road / Badminton Road is very poor due to vehicles parking. Members were advised to phone the Police who deal with vehicle obstructions.
- Cllr Griffiths raised concerns about the empty shops in Downend.

Chairman

Date