

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 18 OCTOBER 2018

Present:

Members: Councillors Mike Baker, Janet Biggin, Ben Burton (Chair), Holly Doyle, James Griffiths, Colin Ogden, Sheila Ottewell, Martyn Poole and Raj Sood.

Officer: Angela Hocking.

Police: PC Chris Fewell, Downend Beat Manager

Public: 8 members of the public

Bob Evely, Anti-Social Behaviour and Community Safety Team, South Gloucestershire Council

168.1 WELCOME

Cllr Burton welcomed members to the meeting and introduced Cllr Holly Doyle.

168.2 APOLOGIES

Received from John Lockwood (Downend Men in Sheds), Cllr Jon Hunt and Cllr Anita Woodburn. Cllr Sharon Herniman was not present.

168.3 DECLARATIONS OF INTEREST

Cllr Colin Ogden (in relation to Friends of Bromley Heath Park).

168.4 JOINT MEETING OF THE PARISH COUNCIL & LOCAL NEIGHBOURHOOD WATCH GROUPS

The Neighbourhood Watch Groups of Bromley Heath, Coronation Road and Lyde Green were represented, being an indication of the action point in the Community Plan 'to increase coverage and promote new groups'. Chris Fewell, the new Beat Manager for Downend, Frenchay and Stoke Park introduced himself and defined the recent changes to how beat team policing is now working. Various local issues were brought forward which PC Fewell agreed to investigate further. PC Fewell also outlined recent initiatives with rogue traders, drugs warrants etc.

Bob Evely provided an informative presentation recounting the action plan developed since the Community Trigger in 2017. ASB statistics throughout 2018 have shown a significant decrease to date, although a significant number of school exclusions at one time has led to problems and subsequent intervention.

168.5 ITEMS FROM THE PUBIC

The next Community Engagement Forum is scheduled for 24 January at Emersons Green, with subsequent meetings in June and October. It was suggested that these meetings are very close to the joint Parish/Neighbourhood Watch meetings.

ACTION – Clerk to further discuss with the Neighbourhood Watch Groups.

168.6 PRESENTATION BY COLIN OGDEN IN THE ABSENCE OF JOHN LOCKWOOD, DOWNEND MEN IN SHEDS (DMIS), RE: WORLD WAR 1 BEACON OF LIGHT EVENT

Cllr Colin Ogden read a report from John Lockwood updating members on the arrangements for the WW1 event on 11 November.

The event has grown and DMIS have been surprised at how many organisations have come forward to express their interest. 150 poppies were initially made but it soon became apparent that this was not enough and 620 pieces have now been produced. Each organisation has been asked to put their own interpretation on the poppies. The group would like to thank all concerned who have helped both with funding and advice. All necessary insurances are in place for the event and the beacon has been trialled and is a great success.

The format of the event is as follows:-

5.30pm – some groups meet at the war memorial for a short service

5.45pm - walking procession to KGV to be led by Knit & Natter with banner

6.00pm - placement of poppies in designated area including switching on candles

6.55pm - playing of the last post by bugler

7.00pm - lighting of beacon by firework professional / pupil from Downend School will give a short address.

7.05pm - all church bells in the area to be rung

7.30pm - end. All poppies may be collected to be taken home. DMIS will make sure that the beacon is extinguished, barriers put away and site cleared safely.

Parking is on a restricted basis within the playing fields car park for disabled users and VIPs. Downend sixth form students will be the gate stewards. After discussions with the Police, it is felt that a road closure is not necessary as participants will cross on the pelican crossing. Clerk confirmed that South Glos Council have given Landlords Consent to hold the event.

The Tommie for Downend is being chased and is due for delivery any day.

AGREED – Clerk to request Prestige Grounds implement a clean of the pavilion toilets in readiness for the event.

168.7 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2018

RESOLVED that the Minutes of the meeting held on 20 September be approved and signed as a true and accurate record.

168.8 MATTERS ARISING AND ONGOING ISSUES

Page 1 – **Street Lighting** – Cllr Jon Hunt advises that whilst SGC make every effort to align works for the LED project with street column replacement, occasionally it is not always possible and sporadically there is a need for enabling or maintenance work, as is the case in Bromley Heath. **Noted.**

Page 2 – **Boundary wall at Cleeve Lodge/King George V** – Clerk has met with Mark Walsh (Principal Engineer with Davidson Walsh) and Miles Harris (South Glos Council). Plans are being drawn up to rectify the collapsing wall. As a result of the meeting and agreement at full Council in September, D&BH PC instructed South Gloucestershire Council to supply and install timber site hoarding with a gate in the sum of £2,751 + VAT. Clerk notified Cleeve Lodge of the works and the cost involved, which could be partly recovered once ownership of the wall is clarified. The Parish Council's insurers have also been informed.

Cleeve Lodge have since contacted the Parish Council raising concerns about the cost of the hoarding and suggested that a standard Heras type fencing properly secured would be more than adequate. They subsequently instructed Fairburns Party Wall Services to inspect the site who have proposed additional signing of the risk, together with Heras fencing.

Clerk confirmed an email from South Glos Council Building Control stating that 'now the area is fenced off, the danger (as far as our building control legislation) has now been removed and therefore we are satisfied.' Further email states 'I believe the current fencing is adequate as an interim solution until proper

provision can be put in place. The wall is not an immediate danger, just needs remedial/redesigning work and possible removal of a tree' – Jane Cameron, South Glos Council Building Control.

The latest email from Davidson Walsh states that they consider the wall is potentially unstable and could fall at any time, hence the need for fencing that cannot easily be scaled and for it to be positioned at outside the 'fall zone'. They are comfortable that a suitably installed Heras fence set 3-4metres from the wall would be appropriate, together with enhanced signage.

Clerk confirmed the quotation from SGC to install Heras fencing is £1231.70 + VAT (excluding maintenance and removal). Clerk also confirmed sight of part of the Cleeve Lodge Land Registry property register. 3b states 'the fences bounding the property hereby conveyed from other property of the Vendor shall be party fences and repairable and maintaining as such'.

RESOLVED to instruct South Gloucestershire Council to erect Heras fencing, all as detailed, in the sum of £1231.70, and to enhance the signage, as a means of mitigating a potential risk.

ACTION – Clerk will update all parties in respect of the above.

Page 3 – **Christmas Lighting** – South Glos Council has met with the street lighting column manufacturers who advise that as long as the Parish Council recognises and accepts the risks and assumes responsibility, then the new lighting project may continue. This has been accepted by Blachere Illuminations and the lighting scheme will now proceed. **Noted.**

Page 5 – **Containers** – Arrangements are in place for removing the containers to the rear of Downend Library to both Bromley Heath and Badminton Road Playing Fields, which is set to take place on Saturday 20 October at 9am. **Noted.**

Page 7 – **Bins** – Details of the bins to be ordered needs to be clarified with Prestige Grounds and installation/delivery with South Glos. Council. Clerk is currently looking into various options in this regard.

Page 7 – **Christmas motifs in storage** – Repaired motifs from City Illuminations have now been returned. Allowing for 3 motifs to be used at Cleeve Wood, SGC confirm (in line with our Asset Register) that 16 further sets remain. Unfortunately 1 set is not working, 1 set has 50% of lights working and 3 further sets are 90% working. As such, only 11 sets can be offered for sale and SGC are making enquiries via Patchway and Filton Town Council on behalf of D&BH PC. **Noted.**

Page 7 – **Tommie** – SGC has offered a formal Licence for the Tommie to be sited by the planter outside Michael Nicholas estate agents. SGC has provided a quotation for its installation which involves removing paving slabs, excavating and providing a concrete foundation, total price £621.44, which has been accepted by Finance & General Purposes Committee. **Agreed.**

Rubbish being dumped in lane (Farm Court) – Email and photographs received showing that, despite sending letters to all residents, rubbish is still being dumped over the wall into the lane leading from King George V. **Noted.**

168.9 URGENT ACTIONS

A bus shelter along North Street has had a Perspex panel pushed out and there is damage to the glazing bars. SGC have provided a quotation to repair the shelter at £69, which has been accepted by the Clerk. **Noted and Agreed.**

Clerk advised that the majority of the documentation in connection with the Downend Round Table Fireworks Event has been received. South Glos Council require sight of a completed Leased Sites Hire Form,

together with a site plan and relevant insurance. All other documentation has been received and reviewed by the Clerk. **Noted.**

168.10 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 30 September 2018, the total balance of the Parish Council's accounts amounts to £728,765.95.
- iii. **Spending in accordance with Budgets and Business Plan** – No report.
- iv. **Report from the External Auditor** – The External Auditor's report states that 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. No other matters were drawn to Council's attention.

RESOLVED to accept the External Auditor's Report and Certificate.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what must be done at the conclusion of the review. Clerk confirmed that a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements, had been prepared. The Notice, along with the certified AGAR Sections 1, 2 & 3 have been published on the Parish Council's website. **Noted.** Members thanked the Clerk for successfully completing the audit process.

- v. **Recommendations from Committee meeting held on 4 October** –
- Council Governance & GDPR – Committee will review the Asset Register, Standing Orders, Financial Regulations and all policy documents, many being updated and amalgamated. Report to be brought to Full Council in November.
 - Internal Auditor – Fiona Thornton to continue as the Parish Council's internal auditor.
 - Risk Management is regularly monitored and is up-to-date.
 - Charles Arnold-Baker 11th Edition – to be ordered at £103.99 + delivery.
 - Grant application received from Wednesday Café for £330 to cover the cost of armchair exercise sessions (11 months @ £30 per month). Committee confirm that funds are available within the budgets.

AGREED to accept the above recommendations from the Finance & General Purposes Committee.

Cllr Biggin confirmed that the essential lighting had been completed at Christ Church, Downend, following the recent grant provided.

168.11 PLANNING COMMITTEE

The Minutes of the meetings held on 2 and 16 October had been circulated to members and **noted.**

Due to reorganisation at Badminton Road Methodist Church, the Prayer Room can now be offered to the committee for use on a Tuesday evening, to be charged at £10. However, there may be the odd instance when the room will be unavailable and the coffee area has been suggested on these occasions.

ACTION – to be further discussed at the next Planning Committee meeting.

Clerk explained that the property at 38 Croomes Hill, Downend has been reported to South Glos Council in respect of the untidy land, house and garden. They have contacted the registered owner of the property to request that works be carried out to remedy the poor external appearance of the property within 28 days. If the condition of the property is not improved, South Glos. Council will be open to considering the service of a Section 215 Notice to remedy the situation.

168.12 WORKING GROUP REPORTS & PROPOSALS

Gromit Working Group – Cllr Biggin confirmed to members that ‘Champion’ sold for £16,000 at the Gromit Unleashed 2 auction. A letter, certificate and Trail book has been received which was shown to members. Cllr Ogden is removing footprint stickers along the High Street.

Sports Pitches Working Group (SPWG) – Clerk advised that Prestige Grounds have been implementing the works for both football and cricket renovations, as already approved. It was explained that some of the agreed maintenance had been reorganised but would all fall within the budgets agreed. Clerk has given permission for additional fencing and stakes to be purchased to go around the cricket square at King George V which has had to have additional work due to footballers using this unauthorised area. **Noted.**

AGREED - Cllr Burton will circulate a date for the next meeting of the Sports Pitches Working Group to look at business plans and subsequently move forward with the new pavilion projects.

Defibrillator Working Group – The defibrillator for the pavilion has arrived. The electrician who installed the last defibrillator at Cleeve Wood did so free of charge and Clerk asked if members were in agreement to requesting that he install the same at the Badminton Road Pavilion.

AGREED. The location of the new defibrillators and the electrician used will be incorporated within a future Downend Voice article.

Working Practices / Emergency Planning – No report.

Hill House Park – No report.

Bromley Heath Park – Clerk stated that Heathfest 2019 will take place on Saturday 6th July from 12.30pm-6pm and asked members if the Parish Council wished to have a stall at the event.

AGREED to have a stall at Heathfest 2019 at a cost of £15.

Cllr Biggin, Cllr Herniman and Kathy Morris have met with South Glos. Council and resolved the repainting of the train within the play area.

ASB/Local Crime – No report.

AGREED that this working group is no longer required.

168.13 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

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

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

168.14 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Biggin stated that the Chinese takeaway in Downend High Street will cease trading due to the owners retiring. **Noted.**

168.15 OPPORTUNITY FOR COUNCILLORS TO VERBALLY PROPOSE SUGGESTIONS – None.

168.16 PROPOSAL TO ADOPT STAFF REVIEW FORM AS A BASIS FOR FUTURE STAFF APPRAISALS

Chair confirmed that, along with Vice Chair, the annual appraisal of the Clerk had been carried out. To ensure continuity, members

AGREED to adopt the format for the Staff Appraisal.

168.17 REMEMBRANCE SUNDAY

A wreath has been ordered costing £20. Additional donations are welcomed. After discussion,

AGREED to make payment to the Royal British Legion (Poppy Appeal) totalling £100.

Arrangements for the wreath laying ceremony on 11 November are as follows:-

- Meet from 10am in Page Road.
- Wreaths will be collected from the Staple Hill Youth Project.
- Leave at 10.30am to parade to Page Park for the service, and then parade back for refreshments.

167.18 CORRESPONDENCE

- Have your say on Schools and SEND Budget for 2019-2022.
- Have your say on the Council Budget and Savings Programme for 2019-2020.

167.19 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

- Cllr Ogden raised concerns about how the changing rooms are being left at the Badminton Road pavilion, and groups are leaving the heaters on.
- Cllr Doyle expressed an interest in becoming the newsletter editor. **AGREED.**
- Cllr Biggin has attended the Avon Local Councils Association (ALCA) AGM.
- Cllr Biggin and Clerk attended the Town & Parish Council Forum on 17 October. Brian Glasson, SGC provided an informative presentation on changes to the planning decision making process. Jonathan Munslow, SGC delivered a presentation on 'Doing More Together' with Street Care, who will be sending out a survey to all Town/Parish Council about producing 'packages' for parishes, appropriately resourced.
- Cllr Baker reiterated the need for the signs in Buckingham Place (which direct parishioners to the Library and Clinic in Buckingham Gardens), to be redesigned to include a sign for the Parish Office.

ACTION – Clerk will make further enquiries in this regard.

- Training on the new tablets will be taking place on Thursday 25 October 2018, 10am-12 noon at Badminton Road Methodist Church.

(Meeting closed at 8.45pm).

Chairman

Date