

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 13 DECEMBER 2018

Present:

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

Officer: Angela Hocking.

Public: One member of the public

170.1 WELCOME

Cllr Burton welcomed members to the meeting.

170.2 APOLOGIES

Received from Cllr Raj Sood, Cllr Holly Doyle and PC Chris Fewell, Neighbourhood Beat Manager. Cllr Sharon Herniman was not present.

170.3 DECLARATIONS OF INTEREST

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

170.4 ITEMS FROM THE PUBIC

None received.

170.5 ITEMS FROM THE POLICE

Written report received which confirmed a decrease in incidents of crime and ASB. The most notable recent incident is the young male who appeared outside Downend School with a knife, the nature of the incident was as a result of a petty argument which got out of hand. Patrols and talks within the school are ongoing. Police have also been working on the continuing parking issues outside Bromley Heath Schools.

170.6 APPROVE THE MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2018

RESOLVED that the Minutes of the meeting held on 15 November be approved and signed as a true and accurate record.

170.7 MATTERS ARISING AND ONGOING ISSUES

169.9iv – Downend Men in Sheds have agreed to implement the appropriate wood treatment to the newly installed fencing and gates at King George V/Badminton Road Playing Fields.

169.15 – Litter bins have been ordered. Quotation for installation still awaited from SGC. It is **noted** that localism costs will be recalculated as no dog bins will require emptying at KGV / Badminton Road and a reduced service at Bromley Heath. Some of the bins removed from the playing fields may also be 'sold back' to SGC. **Noted.**

AGREED to ask Prestige Grounds to use clear refuse bags once the new bins have been installed.

38 Croomes Hill – Planning Enforcement advise that the condition of the property is considerably tidier than the initial visit and they have subsequently closed the investigation.

Cllr Biggin raised similar concerns about the Indian restaurant (Rajastan Royal) in Downend High Street and confirmed that she would be contacting Planning Enforcement.

AGREED that a similar submission should also be sent from the Parish Council.

170.8 URGENT ACTIONS

- Bus shelter damage sustained to the shelter outside the Westerleigh Road public conveniences. Clerk asked for an inspection and quote from SGC which has been received and accepted by the Clerk at £124 to remove and refit 3 panels, glazing beads and rivets. **Noted.**
- It is apparent that the roof is leaking at the Bromley Heath pavilion.

AGREED that initial investigations will be undertaken by Downend Men in Sheds.

(Cllr Hunt arrived at 7.18pm)

170.9 FINANCE & GENERAL PURPOSES

- Payment of accounts** – The accounts for payment were circulated to members.

RESOLVED to authorise all payments, as detailed in Appendix 1.

AGREED to investigate setting up the reports on Xero to show more detail of individual payments.

- Account balances** – As at 30 November 2018, the total balance of the Parish Council's accounts amounts to £695,212.57.
- Spending in accordance with Budgets and Business Plan** – No report.
- Internal Auditor's Report** – Report circulated to members, which was **noted**.
- Recommendations from Committee meeting held on 29 November** –

RESOLVED that the following recommendations are authorised:

- Special Expenses – SGC has followed up our findings regarding the bus shelters and confirm that there should have only been three bus shelters contained with the Special Expenses for Downend & Bromley Heath. After calculations, SGC will decrease the Special Expenses bus shelter element by £373. They will provide a rebate for the current year (18/19) but will not make the adjustment for previous years. The bus shelter charge for D&BH will reduce from £1493 to £746 for 2019/20. It will then go back up to cover the cost of maintaining 3 shelters. **Noted and agreed.**
- Posts/fencing at Bromley Heath car park – F&GP discussed quotations received following Landlords consent to the works going ahead and agreed to revert the decision to full Council.
 - £2500 for posts + gate (2m spacing)
 - £3000 for posts + gate (1.5m spacing)
 - Post and rail fencing £2200 + £500 for a gate, total £2700

AGREED unanimously to install posts, 1.5m apart, with a suitable number of drop posts on hinges (instead of a gate) to ensure access for larger vehicles for Heathfest, grounds maintenance etc.

ACTION – Clerk confirmed that the necessary service checks are underway.

- Cleeve Lodge Boundary Wall – Following correspondence received for proposals for the reinstatement of the failed retaining wall,

AGREED that D&BH PC contacts Thrings, Solicitors, to deal with this issue.

- Tommy – The poppies should remain insitu, although something more permanent needs to be considered. This is being explored by Downend Men in Sheds.
- Electrical work to storage container at Bromley Heath – 3 quotations have now been received from:-
 - Gary Smart Electrical £865
 - Downend Electrics Ltd £654
 - Electrico Limited £930.68

RESOLVED to accept the quotation from Downend Electrics Ltd in the sum of £654, subject to receiving Landlords Consent from SGC.

170.10 PLANNING COMMITTEE

The Minutes of the meetings held on 27 November and 11 December had been circulated to members and **noted**.

170.11 WORKING GROUP REPORTS & PROPOSALS

Sports Pitches Working Group (SPWG) – SPWG met on 3 December essentially to finalise the specification that needs to be re-submitted to Portable Building Sales to re-quote for the pavilion at Badminton Road Playing Fields. In respect of funding, Downend School recently made an application to the Football Foundation and appointed an external consultant to move this project forward.

ACTION - Clerk will circulate the notes of the SPWG meeting to members, along with the current drawings/spec from Portable Building Sales.

ACTION - Clerk will request a quotation from the external consultant appointed by Downend School, to deliver a similar application for funding.

ACTION - Clerk will speak to South Gloucestershire Council to seek support and guidance on any restrictions we may have and seek agreement in principle to the size of the new building.

ACTION - Once agreement is received from SGC, D&BH PC will contact Portable Building Sales once again to request a revised plan.

It was **noted** that the Bromley Heath pavilion will be a totally different project, and possibly more a case of repairs and reorientation.

Defibrillator Working Group – Cleeve Wood Pharmacy have asked for defibrillator training during the day time. There are 10 shopkeepers who would like to become involved, possibly more, and suggest a Wednesday in mid-January around lunchtime to be held within the pharmacy itself. Training is currently booked for 6pm prior to the full Council meeting in January.

AGREED to speak to the paramedic and make the appropriate arrangements.

Working Practices / Emergency Planning – No report.

Hill House Park – It appears that the Council is still undertaking a review of all its assets and until completed, decisions on the disposal of individual assets are held in abeyance. A new post of Investment Manager has been created to carry out the review (Chris Thomas). Cllr Hunt suggested that the bottom third of the park had the potential for development but the top area should be protected.

ACTION - Clerk will contact Chris Thomas and resubmit the initial proposals from the Friends Group.

Bromley Heath Park – Clerk has met with SGC officers at Bromley Heath Playing Fields to discuss the installation of a path from the car park to the play area, and to make good the existing path that runs through the rest of the site. Quotation awaited. Any works would need to be undertaken in the spring.

170.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- (i) **Councillors to decide if any matters need referring to working groups or objectives need changing – no report.**
- (ii) **Councillors to consider any other matters to be added to working groups or to be monitored by the Clerk – no report.**

170.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Biggin reported on meetings she has attended. Of particular note is the newly branded 'in Business South Glos', supporting businesses in South Gloucestershire (previously the Downend Business Community).

Cllr Jon Hunt reported on the public meeting held at Bromley Heath Infants School, supported by Mark King, where 76 people were in attendance. A positive meeting, the minutes of which are attached (Appendix 2).

170.14 OPPORTUNITY FOR COUNCILLORS TO VERBALLY PROPOSE SUGGESTIONS - None received.

170.15 TO APPROVE THE BUDGETS AND PRECEPT FOR 2019-2020

Members were shown a budget forecast and calculations for the precept 2019-20.

RESOLVED to accept the budgets, as detailed, and to request a precept of £304,500 from South Gloucestershire Council for 2019/2020.

170.16 TO AGREE SCHEDULE OF MEETINGS FOR 2019

As 2019 is election year, discussions took place on the dates of meetings throughout the year, including the Annual Assembly.

AGREED to hold full Council meetings throughout 2019 and the Annual Assembly as follows:

- 17 January
- 21 February
- 21 March (short Council meeting, followed by Annual Assembly)
- 16 May (Annual Meeting and first meeting after the elections)
- 20 June
- 18 July
- 19 September
- 17 October
- 21 November
- 12 December

Parish Champion nominations were discussed, and suggestions were made for John Lockwood from Downend Men in Sheds (individual category), Gary Smart - defib. training (individual) and Cleeve Wood Shops (business category).

AGREED to further discuss at full Council in January.

170.17 CORRESPONDENCE

- South Gloucestershire Council – Polling district, polling place and polling station review – open until 18 January 2019
- Consultation on Public Space Protection Order (Dog Fouling) – open until 11 January 2019
- Whats on Group are featuring a Spotlight on Downend in their January 2019 edition

170.18 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

The next Community Engagement Forum will take place on 24 January at Emersons Green Village Hall. The minutes of the last meeting can be viewed on the SGC website. In view of the timing of this meeting, the next joint meeting of the Parish Council and Neighbourhood Watch groups is scheduled for February 2019.

Noted.

Cllr Poole reminded members of the Christmas Sing-Along event, and asked for any help or support that could be offered. Thanks conveyed to all concerned.

Cllr Baker raised concerns at the lack of maintenance being undertaken within the Co-op car park, in particular the faint markings for the parking bays.

AGREED - Clerk will contact London & Cambridge Properties in this regard and request their plans for the future.

Chairman

Date

(Meeting closed at 8.31pm).