

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 17 JANUARY 2019

**Present:**

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

Officer: Angela Hocking.

Public: One member of the public.

#### **171.1 WELCOME**

Cllr Burton welcomed members to the meeting and thanked everyone for their input into the successful Christmas Sing-along event, which raised £828. D&BH PC will look to repeat the event in a different location in 2019. It was acknowledged that the new Christmas lighting in Downend was also a great success.

#### **171.2 APOLOGIES**

Received from Cllr Jon Hunt. Cllr Raj Sood was not present.

#### **171.3 DECLARATIONS OF INTEREST**

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

#### **171.4 ITEMS FROM THE PUBLIC**

None received.

#### **171.5 ITEMS FROM THE POLICE**

The Community Engagement Forum will be held on Thursday 24 January at Emersons Green Village Hall. Speaker is a representative from the British Red Cross about a service they offer to over 18s called First Call: Support at Home. The service involves volunteers visiting people in their own homes who need extra support with practical tasks like shopping, but also emotional support around companionship and connecting into the community. The next CEF is booked for Wednesday 15 May at Badminton Road Methodist Church.

Downend Library will be hosting regular beat surgeries from Wednesday 23 January, 10-11am, attended by the Neighbourhood Policing Team.

#### **171.6 APPROVE THE MINUTES OF THE MEETING HELD ON 13 DECEMBER 2018**

**RESOLVED** that the Minutes of the meeting held on 13 December be approved and signed as a true and accurate record.

#### **171.7 MATTERS ARISING AND ONGOING ISSUES**

170.7 – Prestige confirm that they can utilise clear plastic bags on the new litter bins, when received, although these will inevitably have to be ordered from the bin manufacturer.

**AGREED** to monitor the situation.

170.7 – Clerk has written to Planning Enforcement in respect of the Rajasthan Royal, Downend. Documentation will now be sent to the owner of the property from Enforcement expecting the land to be cleared to an acceptable condition. One month will be provided to undertake the required works. Should the property remain in an unacceptable condition following the end of the compliance period, SGC will consider the issue of a legal notice. **Noted.**

170.9v – Prestige Grounds are ready to undertake the installation of posts and drop down barriers at Bromley Heath Playing Fields and the utility checks have now been received. They ask if there is anywhere specific the barriers should be placed and suggest somewhere straight ahead as you enter the car park which may make it easier for access by the emergency services.

**AGREED for the drop down posts to be situated straight ahead from the entrance, with a hatched area marked out in front.**

170.9v - Tommie in Downend – Downend & Bromley Heath in Bloom have raised whether the Tommie can be moved as it is in front of a planter. DBH in Bloom would be happy to move Tommie at their own expense. Clerk advised that a Licence for its location has been agreed by SGC and a further Licence would need to be sought. As a joint venture, In Bloom suggest moving the silhouette perhaps on the grass area at the bottom of Cleeve Hill, where a field of poppies could be created. In addition, In Bloom are also considering putting troughs for planting under the Welcome to Downend signs. They also hope the Parish Council will meet with both In Bloom and BT to discuss how to improve the external appearance of the BT building planting area.

**AGREED that further exploration is required and permissions sought.**

**AGREED to request a fully costed and reasoned proposal from D&BH in Bloom for deliberation by Council.**

**AGREED that Downend Men in Sheds hold their own project for Tommie in abeyance for the time being.**

170.9v – Downend Electrics were appointed to carry out the electrical work at the container in Bromley Heath. However, it appears the company has now closed. Foord Electrical Ltd (relative of Downend Electrics) offered to do the work for the same price as Downend Electrics. Work is now complete and electrical certificates held on file. **Noted.**

170.11 – Response from the external consultant, Simon Wood, as used by Downend School for their funding application, has been received. A fee proposal of £4,750 will be required to submit a bid on behalf of this parish council. After discussions,

**RESOLVED to waive Financial Regulations and accept this proposal, without competition, in view of**

**(a) the successful application already made by this company on behalf of Downend School**

**(b) the company already having a considerable amount of the information required**

**(c) this company being recommended by the Football Foundation**

Following a proposal by Cllr Poole, seconded Cllr Ogden, unanimous vote:

**AGREED to accept the proposal from Simon Wood for the services needed in preparing and submitting a Football Foundation application for the pavilion at King George V / Badminton Road Playing Fields.**

Clerk confirmed that Portable Building Sales have been contacted and they realise that the process is ongoing.

**ACTION - Cllr Burton will provide some additional measurements to compare with the current plan and this will be returned to Portable Building Sales for a revised plan to be drawn up, whilst being mindful of the materials used on this project due to the location of the pavilion.**

170.11 – SGC have sight of all the relevant documentation in relation to the new pavilion project. Response from them states that in principle, they have no issues with the parish council building a new pavilion as it formed a core part of our business plan for taking on the site. The main question they have is whether the GFA/GCB have been updated on the proposals to ensure the plans comply to current regulations regarding room sizes and welfare provision. They are not in a position to comment on the actual design and construction or grant formal landlords permission at this stage. **Noted.**

170.11 – SGC will be providing a quotation for the footpath works at Bromley Heath Playing Fields. They will liaise with the arboriculture section on what needs to be done around the canopy of the trees. For clarification, they ask if the Parish Council is looking for a straight run or to start in the right hand corner of the car park as you look at it, then taper across the park before straightening up and running alongside the raised area. If approved by the arboriculture section, this would mean that SGC would use less cell web products under the tree canopy, but it will segregate the field a little more. **Noted** that Landlords Consent has been applied for.

**AGREED to obtain quotations for both options from SGC.**

**AGREED to advertise this on Facebook to consult and get opinions from local residents.**

170.18 – London & Cambridge have been contacted in relation to the Co-op car park. They have agreed to review their obligations under the management agreement and ensure that they comply with them, in particular the white lining.

They also say that it has been impossible to gain any traction with SGC to update the management of the car park with the intention of preventing abuse of the facility by long-term parkers. They are not seeking to raise revenue from the car park but seeking to better manage it for the benefit of their tenants and their customers. Given the ownership of the land, they cannot address these issues with the agreement of SGC. London & Cambridge ask if the parish council would formally support an introduction of a 3 hour maximum stay at the car park and assist them in getting this implemented with SGC. It would be much more acceptable to London & Cambridge that they invest in improving the standard of the car park if they were confident that it could be properly used by customers.

In addition, London & Cambridge are aware that the railings to the front of the scheme are looking worn, although it appears they fall in the publicly adopted highway. They have suggested, therefore that SGC improve these elements at the same time as they look to improve the car park.

**RESOLVED that the Parish Council consults with the community about parking arrangements at the Co-op by raising an article in the next Downend Voice and by advertising on Facebook, together with a link to a survey to ensure proper feedback.**

**AGREED that there should be no form of charging at the car park.**

#### **171.8 URGENT ACTIONS**

Offensive graffiti has been removed at the skate park by South Glos. Council. There is additional graffiti which can be removed at a rate of £60 per hour and it is anticipated there is 5 hours work, ie, total £300.

**AGREED to let the graffiti remain and explore options for a professional graffiti artist.**

#### **171.9 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 December 2018, the total balance of the Parish Council’s accounts amounts to £669,588.59.**

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

- iv. **Recommendations from Committee meeting held on 3 January –**

**RESOLVED that the following recommendations are authorised and approved:**

- Service 462 – In light of the comments made at the recent public traffic meeting in Bromley Heath, it was agreed to keep all journeys and funding for this service under review.
- VAT – Members discussed the implications of VAT on major projects, ie, new pavilions, and agreed to explore options regarding the payment of VAT by user groups of the facilities.
- 11-a-side pitch at King George V Playing Fields – F&GP recommend that this be marked for both 9-a-side and 11-a-side matches to save wear and tear on the existing 9-a-side pitch and attract additional revenue.
- The Gloucestershire Playing Fields Association offer advice on playing fields, open space design, management or improvements etc. Membership of the GPFA is £100 per annum.
- King George V party wall - No notice has been served and after advice from Thrings, they confirm that D&BH PC does have responsibility under the lease. After discussion,

**AGREED to encourage the care home to serve notice and formalise this matter, to ensure all parties are kept informed of developments.**

Email received via Thornbury Town Council who are investigating the possibility of holding a First Aid at Work training course which would run for one day per week for three consecutive weeks in February or March. Staff of other local councils are invited. Cost per delegate would be approximately £125 and the deadline for responses is 22 January.

**AGREED to enroll the Clerk on the course.**

#### **171.10 PLANNING COMMITTEE**

The Minutes of the meeting held on 8 January had been circulated to members and **noted**.

Regarding the application for 75 Sutherland Avenue, Chair suggested that a comment should have been made to South Glos Council, despite the dispute over the boundary of the property. **Noted**.

#### **171.11 WORKING GROUP REPORTS & PROPOSALS**

**Sports Pitches Working Group** (SPWG) – Prestige Grounds has suggested that the Parish Council purchase a vibrating pedestrian roller for use on the cricket pitches at Badminton Road and King George V Playing Fields. This equipment is usually hired in at a cost, but there are second hand ones on Ebay for around the £600 mark. This will ensure that the pitches are kept in the most optimum condition.

**AGREED to seek advice from Brad at Prestige Grounds and purchase the necessary equipment.**

**Defibrillator Working Group** – Paramedic has agreed to undertake defibrillator training for the shopkeepers at Cleeve Wood on Wednesday 23 January at 1pm in West 70 Photography. There are currently 9 shopkeepers attending and a possible 4 or 5 more. There will also be training for members and

any other members interested prior to the start of February Council meeting, ie, 6pm on Wednesday 21st February.

**Working Practices / Emergency Planning** – Chair confirmed that a report about updated policies and Standing Orders will be brought to February’s Council meeting.

**Hill House Park** – No report.

**Bromley Heath Park** – There are 5 posts in a section of the skate park fencing that need re-fixing. A quotation from SGC has been received totalling £355.08 excluding VAT.

**AGREED that Downend Men in Sheds (DMIS) will investigate the work required and report back.**

Cllr Herniman explained that DMIS will be repainting the train from the Member Award Funding received by the Friends group. They will also be painting other equipment. The Friends / DMIS are considering making the raised square area into a herb garden. A funding application will be submitted in this respect, and obviously Landlords consent will be required.

#### **171.12 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.

#### **171.13 SOUTH GLOUCESTERSHIRE COUNCIL**

Cllr Biggin reported on the LED replacement programme coming to Downend & Bromley Heath from May/June 2019. The programme shall be replacing all of the traditional type street lighting lanterns to an LED type. SGC will be attending March full Council to explain in more detail.

Cllr Biggin also outlined problems being experienced in relation to works being carried out at 79 Badminton Road.

The Community History and Arts Project (CHAP) was explained to members, involving local individuals and community groups, ie, Downend School and DMIS.

#### **171.14 CONFIDENTIAL ITEM TO RATIFY NEW PAY SPINE AND NATIONAL PAY AWARD, ALL AS DETAILED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS**

Full Council Minutes in November 169.16 confirms that the Clerk to the Council is appointed to spinal column point (SCP) 44 with effect from 1 April 2019.

In December, the National Joint Council for Local Government Services (NJC) agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019. Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April and members were provided with papers translating the existing spinal column points and scale ranges used in the sector to the new scales.

The agreed SCP 44 now equates to the new SCP 38. A 2% national pay award has also been applied.

**AGREED and ratified that Clerk to Downend & Bromley Heath Parish Council is appointed to SCP 38 with effect from 1 April 2019 (in line with the old SCP 44).**

**The annual pay award was noted and AGREED.**

#### **171.15 PARISH CHAMPION NOMINATIONS AND ARRANGEMENTS FOR THE ANNUAL ASSEMBLY**

Parish Champions are usually nominated to Individual, Voluntary and Business categories. To date nominations have been received for:

- John Lockwood (Individual)
- Gary Smart (Individual)
- Cleeve Wood Shops (Business)
- Ann Watts - Breast feeding support (Individual)

**AGREED to make a final decision at February's Council meeting.**

#### **171.16 REPORT BACK FROM THE COMMUNITY ENGAGEMENT FORUM - No report.**

#### **171.17 CORRESPONDENCE**

- South Gloucestershire Council Chair's Community Awards 2019
- Public consultation on South Gloucestershire's Early Help Strategy

#### **171.18 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS**

- Clerk advised members that maps delineating the boundaries for both district and parish from 2019 are available to view in the parish office.
- Cllr Herniman raised concerns about the need for a crossing at Cleeve Wood Road and it was suggested this is raised with Cllr Jon Hunt to feed back to Mark King.
- Cllr Herniman also reported potholes along Overndale Road from the roundabout at the bottom of Croomes Hill and along to the traffic lights.

**ACTION - Clerk will report to SGC.**

*(Meeting closed at 8.40pm).*

**Chairman**

**Date**