

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 21 FEBRUARY 2019

Present:

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

Officer: Angela Hocking.

Public: 5 members of the public.

172.1 WELCOME

Cllr Burton welcomed everyone to the meeting. Special thanks to Gary Smart for providing the informative defibrillator training prior to the start of the meeting.

172.2 APOLOGIES

Received from Cllr Holly Doyle, Cllr James Griffiths, Cllr Jon Hunt, Cllr Anita Woodburn, Chris Boulton (D&BH in Bloom) and PC Chris Fewell.

172.3 DECLARATIONS OF INTEREST

Cllr Colin Ogden and Cllr Sharon Herniman (in relation to Friends of Bromley Heath Park).
172.9v - Cllr Herniman (in relation to Downend Flyers).

172.4 JOINT MEETING OF THE PARISH COUNCIL AND LOCAL NEIGHBOURHOOD WATCH GROUPS

Following on from the last joint meeting on 18 October 2018, the Neighbourhood Watch Group of Bromley Heath was represented (BHNW).

A report from the Police was circulated which summarised:

- A spike in burglaries during January
- 2+ lane enforcement - over 100 offenders have been using the 2+ lane with only one person in the vehicle during a one hour time period
- School parking - At peak times, parents are parking dangerously on double yellow lines and ignore zig zag lines
- ASB hotspots - BHNW expressed thanks to the beat team in this regard. Additional patrols are being made at Bromley Heath Playing Fields, King George V, Church Lane (bridge over ring road) and the Co-op car park
- Beat surgeries regularly being held at Downend Library (once a month on a Wednesday)

Further items discussed:-

- Badminton Walk incident -
ACTION - Clerk to contact the Police for additional information about this.
- The Little Book of Big Scams - It was considered that hard copies of this book could be printed and delivered by members of the Parish Council or Neighbourhood Watch to vulnerable people, with additional copies held at the Library. Chair of BHNW reported on a national Police lead identified caller scam.
ACTION - In the first instance, Clerk will ascertain from SGC how many vulnerable people are on their register for this particular area.
- The Fire and Rescue Service's consultation on its future service - A consultation is being explored about how the service can be further refined. It is hoped to get a Fire Officer to a future CEF.
- Street lighting replacement programme targets - The LED replacement programme is coming to Downend & Bromley Heath from May/June 2019. The programme shall replace all of the traditional type street lighting lanterns to an LED type.
NOTED - the Senior Project Engineer (Lighting) from SGC will be attending full Council in March to present and explain the impact the LED replacement programme will have on the area.
- 20mph zone - It was noted that much has been put in place already which will be enforced by the Police.
- Progress of Cllr Hunt's traffic meeting outcomes:
 - The Bromley Heath service road closure will be permanent.
 - As a result of better traffic flow at the Hambrook lights when the viaduct works were taking place, over the next couple of months this arrangement will be put back. Traffic flow and air pollution will be monitored over a 12 month period and, if successful, this will become permanent.
 - As South Glos Council are the leading council in the country for remedy times for potholes and pavement repairs, people are encouraged to report concerns online to ensure any issues are placed on the list to be rectified.
 - Heathfest - The Police had a presence in the car park last year. This year BHNW have asked for a pitch alongside the car park to run bike/scooter marking etc as a joint enterprise. It would be helpful to have the Parish Council alongside BHNW to be able to raise initiatives such as The Little Book of Big Scams etc.
 - Graffiti initiative - Downend Men in Sheds have not progressed this matter as advice from Bradley Stoke Town Council queried the complexity of the insurance etc should permanent damage occur to householders property.
ACTION - Clerk to contact Bradley Stoke Town Council to see if they have been able to progress this project.
- Cllr Burton advised that SGC have allocated £100,000 in their budget for High Street improvements. Any High Street in the South Glos area (aside from Kingswood as this forms part of another scheme) can make applications to SGC for a specific project, ie, signage etc. Criteria for this is awaited following the official launch.

- CCTV - The briefing paper has been received by senior management at SGC. The next stage in the process is obtaining true costs for broadband/fibre in to the High Street which would be required to support a CCTV system, which is currently being investigated.

172.5 ITEMS FROM THE PUBLIC - None received.

172.6 APPROVE MINUTES OF MEETING HELD ON 17 JANUARY 2019

RESOLVED that the Minutes of the meeting held on 17 January be approved and signed as a true and accurate record.

172.7 MATTERS ARISING AND ONGOING ISSUES

- Page 2 - the posts and drop down bollards have been installed at Bromley Heath Playing Fields.
- Page 2 - D&BH in Bloom will not be proceeding with the proposal to move Tommie from Downend. As such,
AGREED at Downend Men in Sheds further explore options to enhance Tommie in his current location.
- Page 2 - Clerk and Chair have met with Simon Wood and documentation is being prepared for a submission to the Football Foundation (FF). Clerk has also met with Simon and representatives from the FF on site.
- Page 3 - Ideas for revisions to the initial sketch scheme provided by Portable Building Sales will be resubmitted.
- Page 3 - Clerk has forwarded information to Cllr Herniman for posting on Facebook about the footpath works at Bromley Heath Playing Fields. No feedback received to date.
- Page 3 - Parking arrangements at Co-op car park - a survey will be in the next Downend Voice and information is also available in Downend Library.
- Page 3 - Graffiti - Cllr Herniman is investigating options for a professional graffiti artist.
ACTION - Clerk to contact Keynsham Town Council as a similar project has recently been implemented in the town centre.
- Page 4 - A meeting with all parties in connection with the party wall at King George V has been scheduled for Wednesday 27 February.
- Page 4 - The roller for the cricket pitches has been purchased at £650.
- Page 5 - Third quotation awaited in respect of the fencing at the skate park.
- Page 6 - Potholes along Overndale Road have been reported to SGC.
- Council procedures & GDPR: At March Full Council meeting, there will be a proposal to approve and adopt amalgamated Policies, Procedures, Financial Regulations and Standing Orders. The new way of 'smart' working using the parish council tablets will come into force after the elections in May. **Noted.**

172.8 URGENT ACTIONS

There appears to be a water leak from the cemetery adjacent to King George V which is flowing onto the playing fields. Photographs and a video have been sent to both South Gloucestershire Council and Wessex Water for investigation as a matter of urgency. Matter is ongoing.

172.9 FINANCE & GENERAL PURPOSES

(i) Internal Auditor's report - Fiona Thornton's report was circulated for members' attention, which was **Noted**. One recommendation was outlined to Council as follows:-

'At present only the Chair and the Clerk have user permissions for Xero. To ensure a balance of power and division of duties I suggest that another councillor is also given user permissions. This could be the vice chair of the chair of the Finance Committee. This could be linked to the forthcoming 'smart working' of council in the new financial year with the access to one-drive documents.'

RESOLVED to implement the above with the new way of Council working.

(ii) Payment of accounts - The accounts for payment were circulated.

RESOLVED to authorise all payments as detailed (see Appendix 1).

(iii) Account balances - The total balance of the Parish Council's accounts as at 31 January 2019 equates to £657,030.97. **Noted**.

(iv) Recommendations from Committee meeting held on 8 February

The following matters were **AGREED FOR AUTHORISATION**:-

- 11-a-side pitch at King George V can be booked as both a 9v9 and 11v11 on OpenPlay. User groups have been advised.
- South Gloucestershire Council is withdrawing the Local Council Tax Benefit grant for local Councils.
- The cost of bus shelter cleaning by Tim Webb will increase by £1 per shelter.
- Revised quotation from SGC to remove and install litter bins at Badminton Road and King George V Playing Fields, installation of a pre-used bin at the bus stop at Badminton Road / Sandringham Avenue and installation of replacement seat at King George V has now been received. Total cost exc. VAT £3742.75.
- Parish Council signage will not proceed in view of the high costs involved.
- Signage to be provided to the wooden gate at Badminton Road Playing Fields to ensure safe access by emergency vehicles. Clerk has ordered a sign online (see schedule of payments).
- South Glos Bus & Coach will refund the over-payment of £227.67 to D&BH PC, the cost of which will be split over the next two invoices.
- Cyber insurance policy from Came & Company, which has been tailored to suit local councils, is now available at £319.20.
- Additional fertiliser applied to the cricket pitches at a cost of £50.

- Downend & Bromley Heath in Bloom wish to paint the containers at the Sutherland Avenue car park at this stage. Cladding will be implemented in line with the new pavilion project.
- Downend & Bromley Heath in Bloom wish to have a sensory/herb garden at King George V on the concrete slab near the pinch point. Landlords consent has been received from South Glos. Council.
- SGC have been asked if they would like to purchase the old Christmas motifs (leaving 6 motifs in reserve in case of problems with the Cleeve Wood lighting). Response awaited. However, if SGC decline, F&GP recommend that the lights are advertised on Ebay.
- Training for all members of the Council has been arranged for the morning of **THURSDAY 30 MAY**. 'Being a Good Councillor' applies to all members, both new and existing. Venue is to be confirmed but possibly Badminton Road Methodist Church. Cost to the Parish Council £200. Planning training will be booked for the summer to ensure the new committee is up-to-date with legislation although this will be open to all members.
- Friends of Page Park will be holding a Party in the Park on Saturday 15 June. Cost of single pitch for an information stall is £25. D&BH PC will not participate in view of attendance at Heathfest.

(v) To consider grant applications received

APPLICANT	PURPOSE OF GRANT	PARISH COUNCIL DECISION
Downend & Bromley Heath in Bloom (joint venture with Parish Council)	To provide planters and baskets with floral displays at each of the Welcome to Downend signs	AGREED to postpone a decision until the appointment of the new Parish Council in May. Further application to be considered alongside year end accounts.
Citizens Advice South Gloucestershire	To help to run Staple Hill advice service	AGREED to award £500
Downend Flyers GFC/Downend Saints	Cost of the use of winter training facilities, footballs, kit and goal nets	AGREED to award £500
Ignite Youth Group	Short mat bowls club for young people and a mid-week short mat bowls club for adults	No award on this occasion.
Christ Church Fellowship	Coach costs for older members to go on a trip to Sidmouth for a weekend	AGREED to award £500

172.10 PLANNING COMMITTEE

Three meetings have been held during the last month and the comments submitted were **noted**. Clerk confirmed that 'Planning Training' is in hand via ALCA and it was suggested creating a checklist to use when considering applications. The applications for Cleeve Mill were discussed.

ACTION - Clerk will endeavour to ascertain further information on these applications from SGC.

A Town and Parish Council survey on Planning and Enforcement was discussed by the committee and returned to SGC. **Noted.**

172.11 WORKING GROUP REPORTS & PROPOSALS

Sports Pitches Working Group (SPWG) - Application received to hold a small funfair on King George V Playing Fields from 5-12 June.

AGREED not to permit the funfair in view of the cricket teams having already booked the facilities and the cost of the football/cricket pitch maintenance programme that has been implemented to date.

Defibrillator Working Group - Clerk confirmed that Ryan Gregory (Friends of Badminton Road/King George V) was the new Guardian for both the Badminton Road Pavilion defib and the Cleeve Wood Road defib. Both units are now 'live' on the ambulance service systems. **Noted.**

Working Practices/Emergency Planning - No report.

Hill House Park – No report.

Bromley Heath Park - The paint has arrived to rejuvenate the train and play equipment, this being undertaken by Downend Men in Sheds. DMIS request permission to make a 200mm aperture in the end of the container on site for an extractor.

AGREED that DMIS may undertake this work, as detailed.

172.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES - No report.

172.13 SOUTH GLOUCESTERSHIRE COUNCIL - No report.

172.14 PROPOSAL: TO RATIFY PARISH CHAMPION NOMINATIONS AND ARRANGEMENTS FOR THE ANNUAL ASSEMBLY

Members were circulated with nominations received. Cllr Poole thanked everyone for his nomination but requested that the proposal is withdrawn. **Noted.** After discussion,

AGREED that the Parish Champions for 2019 are awarded to:-

- **John Lockwood, Chair of Downend Men in Sheds (Individual)**
- **Gary Smart, Paramedic (Individual)**
- **Ann Watts, Breast Feeding Support (Individual)**
- **Cleeve Wood Shops (Business)**

The Annual Assembly will commence at 7.30pm, after the main Council meeting at 6.30pm, on 21 March, Badminton Road Methodist Church, with the same format as the Assembly held in 2018.

172.15 PROPOSAL: TO APPROVE THE SUPPLY AND INSTALLATION OF A DEFIBRILLATOR AT BADMINTON ROAD METHODIST CHURCH

Badminton Road Methodist Church have submitted a grant application to the Parish Council (which was subsequently withdrawn due to timescales). The application was for the supply and installation of a defibrillator at Badminton Road Methodist Church. Finance & General Purposes Committee recommends that there are sufficient funds in the budgets for D&BH PC to proceed with this project.

RESOLVED to install a defibrillator at Badminton Road Methodist Church, in accordance with the Council's Business Plan. A condition of the funding will be that the Church appoints a Guardian to inspect the defibrillator and submit the required reports when due.

AGREED to produce a map of where the D&BH defibrillators are located for deliberation on future sites.

172.16 REPORT BACK FROM THE COMMUNITY ENGAGEMENT FORUM - as discussed in 172.4.

172.17 REPORT BACK FROM THE TOWN & PARISH COUNCIL FORUM

Attended by Clerk and Cllr Biggin, SGC introduced Ruth Webster who will be project managing the 'Doing More Together' initiative with Parish and Town Councils. A further update is expected around May in order that councils can make the appropriate budget considerations for 2020, which is the anticipated timeframe for implementation.

The meeting also focused on a tension monitoring and community cohesion pilot which was presented by the ASB & Community Safety Team at SGC.

Concerns were raised regarding the theft of dogs which has resulted in heightened levels of anxiety in certain communities. This has urged the ASB & Community Safety Team to publish guidance on the matter.

172.18 CORRESPONDENCE

- Draft Joint Local Transport Plan Consultation – individual responses requested from members.
- Letter received from Bromford for South Gloucestershire regarding a regeneration scheme they are progressing at Mendip Crescent, Downend. **Noted.**
- At the request of a resident, Clerk has contacted SGC who have agreed to refresh the white lining around the disabled parking bays in Downend.
- Two consultations - Street Trading Policy Review and Proposed revocation of the Cribbs Causeway Air Quality Management Area. Consultations close on 20 March 2019.

172.19 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

Cllr Sood made reference to the lack of enforcement of parking in the area.

Cllr Poole requested that the invoice from MS2 Stores is submitted to Council for payment.

Cllr Biggin will be asking SGC to extend the timing of the crossing to Cedar Court.

Cllr Biggin explained that two bus stops have been suspended in view of the gas works along Downend Road.

Cllr Biggin advised that a Fairtrade coffee grower will be coming to Downend for one week at the beginning of March.

Cllr Herniman confirmed that Downend Cricket Club will be part of the Cricket World Cup Trophy Tour on 9 March.

Cllr Herniman praised SGC with regard to how they dealt with the recent snow and ensuring buses were available for the public.

Chairman:

Date: