

**DOWNEND & BROMLEY HEATH PARISH COUNCIL**

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

**Present:**

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

Officer: Angela Hocking.

Public: 24 members of the public + 3 South Gloucestershire Council officers

**173.1 WELCOME**

Cllr Burton welcomed everyone to the meeting.

**173.2 APOLOGIES**

Received from Cllr Sharon Herniman and Cllr Anita Woodburn.

**173.3 DECLARATIONS OF INTEREST**

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

**173.4 ITEMS FROM THE PUBLIC**

None received.

**173.5 PRESENTATION BY RYAN BROWN, SENIOR PROJECT ENGINEER (LIGHTING),  
SOUTH GLOUCESTERSHIRE COUNCIL re. LED REPLACEMENT PROGRAMME**

South Glos. Council confirm that the LED replacement programme is coming to Downend and Bromley Heath in May/June 2019. The programme shall be replacing all of the traditional type street lighting lanterns to an LED type. This is an 'Invest to Save' project, which is designed to pay for itself over time and then deliver ongoing savings to the Council.

**173.6 APPROVE MINUTES OF MEETING HELD ON 21 FEBRUARY 2019**

**RESOLVED that the Minutes of the meeting held on 21 February be approved and signed as a true and accurate record.**

**173.7 MATTERS ARISING AND ONGOING ISSUES**

- 172.4 - It is confirmed that the next joint meeting of the Parish Council and Neighbourhood Watch groups will be held in July 2019.

- 172.4 - Clerk has been unable to ascertain from SGC a total for the number of vulnerable people on their register for this area. Officers are unsure if this actually exists but nevertheless would not release details due to data protection regulations.
- 172.4 - Graffiti initiative - Bradley Stoke Town Council's Premises Manager confirms that they now have the required insurances in place and is happy to meet with Downend Men in Sheds to help push this initiative forward.
- 172.7 - Details of the graffiti artist, as used by Keynsham Town Council, have been passed to Cllr Herniman.
- 172.15 - Badminton Road Methodist Church are delighted that the Parish Council will fund a defibrillator at the premises. A site meeting with Church members is to be arranged to decide on the location, at which time the order may be placed.
- Rajasthan Royal - The Council have evidenced that works have been undertaken to the garden area of the property to improve its appearance. Accordingly, they no longer consider it negatively impacts the locality. This case has now been closed.
- Litter bins - The new litter bins are starting to be installed by SGC. The poster on the front of each bin can be changed by unscrewing the frame from the inside of the door. When all bins are installed, these will be numbered and contact details provided.

Clerk also confirmed that two of the bins removed from King George V have been asked to be relocated as follows:

- Litter bin by the noticeboard at Lincombe Barn
- Dog bin at Lincombe Barn/Britannia Wood along the path at the top of the meadow where the fir trees are (by the play area)

**NOTED.**

### **173.8 URGENT ACTIONS**

The following matters were brought to Council's attention and subsequently **NOTED**:

Bus Shelters:-

- A sheet of polycarbonate has been kicked out of the bus shelter on the corner of Queensholm Drive.
- D&BH PC has also reported the new bus shelter by the Westerleigh Road public conveniences is of a poor standard. As such, the company who installed this shelter will be returning to replace this shelter and implement repairs to the Queensholm Drive shelter at the same time.
- Bus shelter opposite Stanbridge School has sustained damage. South Glos Council will be assessing this to provide a quotation for repairs.

The light above the defibrillator at the King George V pavilion has been smashed. Clerk has arranged for an electrician to attend site to make good as live wires are visible. This has now been made safe and repairs will be carried out Friday 22 March. In the meantime, the defibrillator has no power. Clerk has asked the Guardian to send the appropriate report to Heartsafe.

## 173.9 FINANCE & GENERAL PURPOSES

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

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

- (ii) **Account balances** - The total balance of the Parish Council's accounts as at 28 February 2019 equates to £638,653.86. **NOTED.**

- (iii) **Recommendations from Committee meeting held on 7 March –**

- D&BH in Bloom have found a sponsor for the planting project at the Welcome to Downend Signs. As such In Bloom are liaising directly with South Glos Council to have each site assessed and to obtain formal Licences.

D&BH in Bloom will also be applying for a Licence to have bunting throughout the High Street during the summer to complement the flowers.

**NOTED AND AGREED IN PRINCIPLE.**

- Insurance renewal received at £3,904.91 taking into consideration the Council's long-term agreement which expires on 31 March 2021. **AGREED.**
- Banking arrangements - Committee suggest that at each and every monthly Finance & General Purposes Committee meeting, members will have the opportunity to view the Council's online bank accounts at the Parish Office, and perform a bank reconciliation. **AGREED.**
- Analysis of Reserves **NOTED** as:

Election expenses	£21,983.79
Sports pitches	£337,812.00
Community Infrastructure Levy (CIL)	£11,664.16
Disaster Recovery Fund	<u>£79,702.93</u>
	<b>£451,162.88</b>
- Parish Council uniform - Committee suggest the purchase of 4 new shirts for the Parish Clerk from Initially Yours.

**AGREED to proceed with the order from Initially Yours.**

- Lining works - Members were provided with information surrounding the recent thermoplastic lining at both pavilion sites, and the subsequent revised invoice received in the sum of £985, which was **AGREED & NOTED**.
- Quotation received from Prestige Grounds for the continued pitch improvement programme, totalling £13,135. F&GP requested information of just the essential works needed. This has now been received as follows:-
 

○ Selective herbicide treatment	£550.00
○ Pitch 1 Badminton Road - overseed and fertilisers used throughout the year	£2,000.00
○ Pitch 3 Badminton Road - as above	£1,740.00
○ 9v9 King George V - as above	£900.00
○ Aeration, vertidrainage, shockwave, slitting, quadriplay to be completed in the winter	<u>£3,000.00</u>
<b>TOTAL</b>	<b>£8,190.00</b>

**AGREED to proceed with the essential work, as detailed above, in the sum of £8,190.**

- Skatepark fencing - After receipt of three quotations from South Glos Council, D&N Contractors and Prestige Grounds,

**AGREED to accept the cheapest quotation from Prestige Grounds to implement the works required, total cost £300.**

- Road sweep of car park at Bromley Heath - Quotation received from SGC totalling £140, which was **AGREED**.
- Footpath through Bromley Heath Playing Fields - Finance & General Purposes looked at the options put forward by SGC and the associated costs.

**AGREED to obtain two further quotations in line with Financial Regulations.**

- PAT testing is due to be implemented, as last carried out in November 2017. **NOTED**.

### **173.10 PLANNING COMMITTEE**

The minutes of meetings held on 5 and 19 March were **NOTED**.

### **173.11 DOWNEND CAR PARK CONSULTATION**

In view of the considerable amount of responses received to this consultation, it is clear that a considerable amount of analysis is required.

**RESOLVED to defer this matter until the results of the consultation have been examined in detail.**

**173.12 COUNCIL GOVERNANCE AND GDPR – To approve and adopt amalgamated policies, procedures, Financial Regulations and Standing Orders for Downend & Bromley Heath Parish Council**

Members were circulated with three booklets:-

- a) Standing Orders and Financial Regulations
- b) Public handbook
- c) Employee & Councillor handbook

Apart from several minor grammatical corrections,

**RESOLVED unanimously to adopt the handbooks, all as detailed.**

**AGREED to have several copies printed for the Parish Office.  
Councillors will be able to view each handbook electronically.**

**173.13 TO CONSIDER GRANT APPLICATIONS**

Finance & General Purposes Committee **AGREE** that there are funds available in the current budgets in respect of the grant applications received and as circulated to members for their deliberation.

- a) **Downend Men in Sheds - AGREED to provide £611 to cover the quotation from Gary Smart Electrical for electrical work in the storage container.**
- b) **Friends of The Leap Valley - AGREED to provide the Friends with £200 to cover the cost of additional tools when working in Leap Valley.**
- c) **C in the Park - AGREED to donate £400 towards the fun day at King George V Playing Fields.**

**OTHER MATTERS RAISED BY MEMBERS:**

- Cllr Holly Doyle suggested the 'Contact Us' section on the Parish Council website is reviewed in respect of GDPR.
- Cllr Janet Biggin reported on a successful campaign to promote Fairtrade in South Gloucestershire.

**Chairman:**

**Date:**