

DOWNEND & BROMLEY HEATH PARISH COUNCIL
MINUTES OF ANNUAL MEETING HELD AT
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL

THURSDAY 16 MAY 2019

Present:

Members: Councillors Mike Baker, Ben Burton, James Griffiths, Sharon Herniman, Jon Hunt, Colin Ogden, Sheila Ottewell, Matt Pitts, Raj Sood and Anita Woodburn.

Officer: Angela Hocking.

Public: Two members of the public

Prior to the meeting, all members duly completed and signed a Declaration of Acceptance of Office, in addition to a GDPR Consent Form and Security Compliance Checklist.

ANNUAL BUSINESS

Members acknowledged the time that both Martyn Poole and Holly Doyle had served on the Parish Council. Martyn and Holly were thanked for all their input and support, and members wished them well for the future.

174.1 TO ELECT THE CHAIRMAN OF DOWNEND & BROMLEY HEATH PARISH COUNCIL FOR 2019/20

With no written nominations, Cllr Janet Biggin was nominated, seconded and elected unopposed.

RESOLVED: Cllr Janet Biggin will serve as Chair of Downend & Bromley Heath Parish Council for 2019/20.

174.2 TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

As Cllr Biggin had submitted her apologies,

RESOLVED to receive the Chair's Declaration of Acceptance of Office prior to the next full Council meeting in June.

NOTED – Cllr Biggin had already signed her Declaration of Acceptance of Office as a member of the Council on 8 May 2019.

174.3 TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS

Clerk confirmed that the Council may co-opt to fill the vacancy on Staple Hill Ward and notices to this effect had been posted on the Council's website and notice boards. To date, no expressions of interest have been received. A further advert will be placed in the next edition of Downend Voice and on the Council's Facebook page. **Noted.**

174.5 TO ELECT VICE-CHAIRMAN FOR 2019/20

CLlr Sheila Ottewell was nominated, seconded and elected unopposed.

RESOLVED: Cllr Sheila Ottewell is duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2019/20.

(Cllr Ottewell took the Chair in view of Cllr Biggin's absence).

174.6 TO RECEIVE APOLOGIES FOR ABSENCE

Received from Cllr Janet Biggin. Downend & Bromley Heath in Bloom also send apologies but congratulate the Council on their appointments and look forward to working with D&BH PC over the next four years.

174.7 THE LOCALISM ACT 2011:-

- i. **To receive Declarations of Interest** – Received from Cllr Colin Ogden in relation to Bromley Heath Playing Fields and Cllr Ben Burton re. item 174.14 (CCTV) and item 174.15 (replacement locks at pavilion).
- ii. **The General Power of Competence** – All members had been provided with information on the General Power of Competence (GPC). Members reaffirmed that Downend & Bromley Heath Parish Council conforms with the eligibility criteria to exercise the GPC.

RESOLVED that as Downend & Bromley Heath Parish Council meets the conditions, it retains the ability to use the general power until the annual meeting of the council in the next ordinary election year.

174.8 TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

Members were appointed to committees, working groups and outside bodies as detailed in Appendix 1.

174.9 TO RECEIVE INTERNAL AUDITOR'S REPORT

The report received from Fiona Thornton was discussed.

NOTED that there was an error of data input when Xero was set up.

NOTED that as at 31 March 2019 the net asset position is correct, with all asset and liability balances fully supported. The profit for the year is also correct and fully supported.

174.10 EXTERNAL AUDIT 2018/19

- i. **To approve Section 1, Annual Governance Statement** - Members acknowledged responsibility for ensuring that there is a sound system of internal control and agreed to the statements contained within the Annual Governance Statement.

RESOLVED to approve the Annual Governance Statement 2018/19, Section 1.

- ii. **To approve Section 2, Accounting Statements** – Members certified that the Accounting Statements, Section 2, for the year ended 31 March 2019 present fairly the financial position of the Parish Council.

RESOLVED to approve the Accounting Statements 2018/19, Section 2.

- iii. **To receive and approve additional year-end financial papers and documentation to accompany the Annual Governance and Accountability Return** – The year-end accounts and documentation for submission to the External Auditors were presented to Council.

RESOLVED that the financial papers are approved.

Clerk confirmed that Notices for the Exercise of Electors Rights would be displayed on the parish website. Documentation signed by both the Chair of the meeting and the Clerk.

NORMAL BUSINESS

174.11 ITEMS FROM THE PUBLIC

The next Community Engagement Forum will be held on 10 July at Downend Baptist Church.

174.12 ITEMS FROM THE POLICE - No report.

174.13 APPROVE MINUTES OF MEETING HELD ON 21 MARCH 2019

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

174.14 MATTERS ARISING AND ONGOING ISSUES

- Page 2 - The defibrillator for Badminton Road Methodist Church has been received. A meeting has been held on site to determine the most suitable position. Three quotations for its installation have been sought but are still awaited.
- Page 2 - Bus shelter at Westerleigh Road - the shelter has now been replaced. However, B&C Shelters are of the opinion that the shelter was hit by a vehicle which caused the damage sustained. As such, this will result in the Parish Council being invoiced for the work, unless Council decides to make an insurance claim. The excess for a claim is £250 but there is no firm evidence to support this incident. Following a proposal by Cllr Hunt to settle the invoice, seconded, unanimous vote,

RESOLVED to authorise full payment of invoice from B&C Shelters for the replacement shelter.

- Page 4 - Skatepark fencing repairs have been completed.

- Page 5 - Standing Orders, Financial Regulations, Public handbook and Employee & Councillor handbook have been uploaded to 'Councillor Information' on Google Drive.
- Responsibility for ownership of the collapsing wall at King George V is ongoing.
- CCTV - SGC have potentially finalised costs of CCTV to Downend High Street. In summary,
 - Installation costs £29,145
 - Ongoing costs £7,260
 - Repairs & maintenance Costs awaited
 - Contingency £5,000

The CCTV officer asks what the financial contribution would be from the Parish Council in order to progress the project further. Matter will be placed on the next F&GP Committee agenda, although members considered it would be fair to request contributions from local businesses.

- Training - Clerk confirmed 'Being a Good Councillor Training' via ALCA will be held on the morning of 30 May at Badminton Road Methodist Church. All members are asked to attend.

AGREED that the Clerk will circulate firm details, times etc from ALCA once known.

- Litter Bins - South Glos. Council confirm that there are a number of old bins in the depot which were removed from King George V, Badminton Road and Bromley Heath Playing Fields. SGC would like to know where the Parish Council would like to put them. One is allocated for Badminton Road, but this is taking a while to sort out as there is a medium pressure pipeline very near the bus stop and the utilities company need more information before installation.

AGREED that members will make enquiries and report back.

- Potholes in Fouracre Crescent will be repaired in the next 14 days.

174.15 URGENT ACTIONS

Complaint received of youths allegedly climbing onto the roof of the pavilion at King George V Playing Fields. It is suggested that the hand-rails give access to the roof. **Noted.**

Two door locks at the pavilion are not working and need replacing. Clerk has contacted the appointed locksmith to arrange for this to be resolved. **Noted.**

A tree has blown down in King George V Playing Fields. SGC have dealt with the issue and it is hoped that some of the remaining trunk can be made into a sculpture or seating. The Friends are asking who would pay for this as there would be a cost involved with any carving.

AGREED to further discuss at the next Finance Committee meeting.

The Tommy in Downend has blown down in high winds. This has now been removed to the Parish Office and SGC asked to make safe the fixings in the ground. Clerk has been in contact with SGC to establish a suitable alternative location where a Licence can be granted, perhaps against a wall. **Noted.**

174.16 FINANCE & GENERAL PURPOSES

- i. **Payment of accounts** - All payments authorised in accordance with Appendix 2.
- ii. **Account balances** - Total of all bank accounts as at 30 April 2019 is £773,172.07. **Noted.**
- iii. **Recommendations from Committee meeting held on 5 April 2019** - Most matters are already included within the agenda. In addition,
 - Bin emptying - in view of the newly installed bins, Prestige are emptying additional bins with increased weight due to dog waste. This will be reflected in the ongoing invoices issued from Prestige but offset against the reduced localism charges from SGC, when calculated.
- iv. **Bank account signatories** - Any two signatories (from 5) are required to sign documentation, in addition to the Parish Clerk. Current signatories are Cllrs Baker, Biggin, Burton and Ottewell. An additional member is required to sign to replace Martyn Poole.

AGREED that Councillor Sharon Herniman will be an account signatory.
- v. **Date of next Committee meeting** - Friday 24 May, 9.30am in the Parish Office.

174.17 PLANNING COMMITTEE

- i. **To note the Minutes of the meetings held during April** - Members had been circulated with details of the meetings held, which were **noted.**
- ii. **Date of next Committee meeting** - First meeting arranged for Tuesday 21 May 2019, 7pm at Lincombe Barn. Clerk confirmed that the agenda had been placed in Google Drive in readiness for the meeting.

174.18 WORKING GROUP REPORTS

- i. **Date of meeting to review Business Plan** - The Business Plan is now out-of-date and a review for the next four years is needed.

ACTION - Clerk will circulate potential dates for the next meeting.

- ii. **Creation of Working Group re. Co-op car park consultation** - Clerk advised that London & Cambridge Properties are eager to meet with the working group to discuss the consultation results and the subsequent way forward.

AGREED - Clerk will contact L&C to arrange a meeting with working group members.

174.19 SOUTH GLOUCESTERSHIRE COUNCIL

No report.

174.20 PROPOSAL TO PROCEED WITH A FOOTPATH THROUGH BROMLEY HEATH PLAYING FIELDS

Finance & General Purposes Committee have reviewed the information for creating a footpath from the car park at Bromley Heath Playing Fields to the childrens play area as current arrangements involve walking across the grass. This proposal is endorsed by the Friends Group. Landlords consent from SGC is awaited. Various options have been put forward and three quotations received. Following discussions, and subject to Landlord's Consent,

AGREED to accept the quotation from Chris Belcher to install a footpath underneath the tree canopy using a cellweb geogrid system and a stone dust finish with timber edgings, approximately 60 metres long. Also to regrade and repair the existing footpath using type 1 and stone dust located between the playing fields and lane at the rear of Bury Hill View. Total cost of project £8,154 exc. VAT.

AGREED to seek an additional quotation from Chris Belcher to create a footpath across the desire line on the open space at the junction of Quakers Road/Fouracre Road.

174.21 OVERVIEW OF ANNUAL ASSEMBLY 2019

Positive feedback received from members to the Annual Assembly. The format moving forward was discussed and it was considered worthwhile to keep to the same venue. Cllr Raj Sood and his family were thanked for providing the refreshments.

174.22 CORRESPONDENCE

The Biodiversity Officer at South Glos Council asks members to consider the number of road verge cuts deemed necessary and identify suitable sites where action can be taken, and to add flowering plants, bushes and trees.

AGREED that members will review this proposal and bring suggestions back to Council.

174.23 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS

Cllr Ogden explained that the 20mph zone at the bottom of Quakers Road is having little effect.

AGREED to request a Speedvisor between the two Queensholm Crescent turnings in both directions.

Cllr Herniman has been approached by residents about concerns with the bus services. She will endeavour to obtain contact information to pass on to the Clerk.

- i. **Volunteers for C in the Park / Heathfest** - Cllr Biggin has requested volunteers to help with stalls at C in the Park on 23 June 2019 and Heathfest on 6 July 2019. Cllr Sood and Cllr Woodburn agreed to attend Heathfest and Cllr Pitts will attend C in the Park. It was **noted** that Martyn Poole will be receiving the John Laurie award at the start of Heathfest.

Additional dates of local events, for members information:

- Mangotsfield Festival - Saturday 8 June

- Party in the Park, Page Park, 11am-5pm - Saturday 15 June
- Kingswood Community Transport AGM, 2pm The Batch Community Centre, Warmley - Monday 17 June
- Armed Forces Day, Page Park - Saturday 22 June

Clerk also brought to members attention **VE DAY 75** (8 May 2020). Celebrations are being planned for the 75th Anniversary of VE Day from 8-10 May next year - see www.veday75.org. The anniversary provides an opportunity for local communities to pay tribute to the sacrifices made.

- ii. **Clerk's annual leave** - Clerk confirmed to members that her main two weeks annual leave would be week commencing 24 June. **Noted.**

CLlr Ottewell thanked CLlr Burton for his work as Chair over the last couple of years, which was endorsed by all members.

Chairman:

Date: