

DOWNEND & BROMLEY HEATH PARISH COUNCIL

**MINUTES OF MEETING HELD AT
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL
THURSDAY 17 OCTOBER 2019**

Present:

Members: Councillors Phillip Abbott, Mike Baker, Janet Biggin (Chair), Ben Burton, James Griffiths, Sharon Herniman, Colin Ogden, Sheila Ottewell, Matt Pitts and Anita Woodburn.

Officer: Angela Hocking.

One member of the public.

178.1 WELCOME

Cllr Biggin welcomed everyone to the meeting.

178.2 APOLOGIES

Received from the Police, Councillor Jon Hunt and Councillor Raj Sood.

178.3 DECLARATIONS OF INTEREST

Cllr Abbott, Cllr Herniman and Cllr Ogden in relation to matters at Bromley Heath Park.

178.4 ITEMS FROM THE PUBLIC

No report.

178.5 ITEMS FROM THE POLICE

No report.

178.6 APPROVE MINUTES OF MEETING HELD ON 19 SEPTEMBER 2019

RESOLVED that the Minutes of the meeting held on 19 September be approved and signed as a true and accurate record.

178.7 MATTERS ARISING AND ONGOING ISSUES

Page 1 – Cleeve Wood Road – Clerk has been in contact once again with South Glos Council about regularly tidying and clearing this area. It would seem that going back a number of years and referring to Title documents, even the old records do not answer the question of ownership. SGC do not have a claim or responsibility for the land other than some form of health and safety, ie, if the public were at

immediate risk from, for example, falling masonry. As such, Clerk suggested that this may be an opportune time to approach the shop keepers as it is their customers who benefit from using the area. A potential long term solution would be to advise the shop keepers to try to register / claim the land by some mechanism. However, Members thought that most of the shops were not directly owned by the traders. As such,

AGREED to contact the shop keepers and arrange a 'clean-up day'.

Page 2 – Christmas Lighting - Clerk has met with representatives from Blachere Illuminations and South Gloucestershire Council to further discuss the Christmas lighting and cabling in the trees throughout the High Street. SGC accept that as it is so near to Christmas, there is little merit in removing the catenaries at this moment in time. As such, SGC agree that the installation can remain in place until after the Christmas period, at which time the catenary wires are taken off the columns and coiled in the trees for future use. Blachere have confirmed that this will be carried out free of charge. For Christmas 2020 and the longer term, SGC suggest D&BH PC negotiate electricity supplies from local traders who are adjacent to the trees. The catenary cables could be attached directly to the building and there is no involvement with South Gloucestershire Council. Apparently, both Chipping Sodbury and Thornbury Councils have this arrangement for energising their Christmas lights. Blachere comment that the whole installation is a safe one and do not consider obtaining separate supplies from businesses is necessarily a viable option.

RESOLVED to adhere to the proposal by South Gloucestershire Council in that the cables remain in place for 2019, and in January 2020 the catenary wires are taken off the lighting columns and coiled in the trees for future use.

AGREED that in the New Year, an alternative solution for the Christmas lighting is considered following discussions with both Chipping Sodbury and Thornbury Town Councils.

All the lights within the living trees in Downend have been tested. One set are not working so will be replaced under the guarantee. **NOTED.**

Page 3 – Downend & Bromley Heath in Bloom have now removed the link structure between the two cabins, as requested, albeit the timescales to implement the work were not adhered to.

Page 4 – VAT – The Parkinson Partnership state that a report on the VAT implications of the project, including any options available to maximise VAT recovery, would be a fixed fee of £600. This would include advice on making an Option to Tax if required. The fee would include reasonable aftercare through to completion of the project. The quote is based on doing this as a desktop exercise, but if a meeting is required that is charged at an extra £315, including mileage.

AGREED to further discuss with the Internal Auditor.

Page 8 – Business Rates – Clerk is meeting with Goodman Nash at 10am on 25 October in the Parish Office and welcomed any members attend.

177.8 URGENT ACTIONS

King George V Playing Fields / Badminton Road reinstatement following works at Downend School – Repairs to the entrance gates, which were hit by a large lorry, have been carried out although the gates are still not up to the condition prior to the incident. As such, it has been agreed that the contractors’ suppliers will make an insurance claim for new gates which will be installed in approximately six weeks time.

AGREED - Clerk to contact SIS Pitches to ask if the gates can be upgraded, the Parish Council contributing to the additional costs.

Making good to the affected grass areas has not happened as swiftly as was envisaged and subsequently additional football matches have had to be called off. Clerk has managed to arrange for most of these matches to be played on the new synthetic pitch at Downend School, whilst others will be played at Page Park.

Clerk has met on site with SIS Pitches, two representatives from Downend School and representatives from Downend Round Table. In connection with pitch 3, as this will take some time to recover, Clerk has asked for the pitch to be moved 13-14 metres closer to the school and for SIS to supply full size moveable goals so that matches can continue. This has been agreed by all parties. Goals should arrive week commencing 28 October and will be erected by SIS. SIS will also cover over two of the sockets in the ground for health and safety reasons. Prestige Grounds will mark the pitch in readiness for 9/10 November.

Downend Round Table have raised concerns in relation to the annual firework display in November, and the reinstatement works - the main concern being the trip hazard from the differing levels caused by the track way and how this risk can be managed. Downend School / CSET are also concerned at how DRT will manage the event which is so close to the new synthetic pitch. A further site meeting is being arranged for week commencing 21 October to review work carried out by SIS in the interim.

178.9 FINANCE & GENERAL PURPOSES

- (i) **Payment of accounts** – Authorisation for payment of accounts, as detailed in Appendix 1, were **AGREED** in addition to:
 - £206.50 - Glasdon UK Limited (stubber plates for recycling bins)
 - £2261.41 - Prestige Grounds (monthly maintenance duties)
 - £317.00 - T Webb Window Cleaning (monthly bus shelter/notice board cleaning)
 - £244.93 - South Gloucestershire Bus & Coach Company (462 subsidy for September)
 - £234.00 - National Security Group (Unlocking/locking of King George V car park, September)

£11.99 - 123 Reg (domain renewal)

(ii) **Account balances** - The total balance of all accounts as at 3 October 2019 amounts to £850,833.31. The second half of the parish precept was received on 30 September being the reason for the higher than normal balance. **NOTED.**

(iii) Recommendations from Committee meeting held on 27 September –

- **Litter Bins** – F&GP recommend that a larger litter bin (taken from King George V) replaces the current bin on the open space at the junction of Oakdale Road/Quakers Road. Also to install a second bin around the Quakers Road shopping area due to the current bin being heavily used. Cost to remove and replace each bin is £85. Following the meeting, Clerk has spoken to SGC who confirm that there are 7 no. dog bins, 1 recycling unit, 1 litter bin (no door), 2 round liners and 2 square liners and posts for some dog bins, the condition of which is unknown. SGC want all bins removed ASAP as they are taking up valuable space. These could only be brought to the Parish Office or to the tip if not used.

AGREED to ask SGC for a larger bin at the open space Oakdale Road/Quakers Road and a larger bin outside the Quakers Road shops.

AGREED that any of the leftover bins from King George V can be taken to the tip.

- **Reappointment of Internal Auditor** –

AGREED to reappoint Fiona Thornton as the Internal Auditor for D&BH PC.

- **Grant applications** received and considered by the Committee and with the necessary funds available, the following are recommended:

- Christians Against Poverty	£1200	AGREED
- Mud Pie Explorers CIC	£1000	AGREED
- Downend Flyers/Downend Flyers U11S	£500	AGREED
- Crafty Cuppas	£250	AGREED

Konica Minolta - Clerk advised that the current printer/copier leased from Konica has run the length of its contract and a similar new model is available. A representative from the company has visited the Clerk and provided a quotation. Over a 5 year rental, the cost is £24.09 per quarter, which is cheaper than D&BH PC is currently paying.

AGREED to update the contract with Konica Minolta for the new Bizhub i-series.

178.10 PLANNING COMMITTEE

Decisions made at the committee meetings on 24 September and 8 October were duly noted and **AGREED.**

All Members are invited to Planning Training which will take place on Monday 21 October, 10am at Badminton Road Methodist Church.

178.11 WORKING GROUP REPORTS & PROPOSALS:

- i. **Sports Pitches Working Group** – The most recent drawing from Portable Building Sales had been circulated and Cllr Burton explained the methodology of the design. Cllr Pitts brought forward a drawing of a brick and block design.

RESOLVED, in accordance with the previous decision made by Council (Minutes 17.05.18, 164.16 refers) to proceed with the most recent drawing from Portable Building Sales.

AGREED to set up a meeting with the key partner club.

AGREED to request a formal costing and timeline from Portable Building Sales.

Fishponds Old Boys are concerned at some holes that are continually being made on pitch 1, possibly by a dog. Prestige Grounds continually renovate these areas but the same thing keeps happening. A possible solution would be to lay fresh turf and fence the pitch off but this would mean that teams would need to take down / reinstate the fencing after each match.

AGREED: Clerk will make enquiries as to a proposed course of action from SGC Pest Control.

In addition, Clerk confirmed to members that the Downend Round Table firework event documentation was available at the Parish Office to view.

Some of the tree logs have not been moved at King George V, as promised by SIS. Clerk is liaising with the Friends group in this respect.

- ii. **Bromley Heath Pavilion Refurbishment sub group** – Cllr Ottewell reported back on the first meeting of the sub group. Initial activities were outlined, together with funding opportunities.

AGREED that Cllr Ottewell and Clerk will liaise on the outcome of meetings that have already taken place between the Parish Council and Lawn Tennis Association.

- iii. **Co-op Car Park Consultation** – Nothing further has been heard from London & Cambridge. Clerk has spoken to SGC Parking Services Manager who has agreed to escalate the matter with L&C.

- iv. **Christmas Sing-along** - Spirolux has been booked to provide staging, lighting and sound for the event. A steel band has hopefully been secured to play. Bromley Heath Infants and Juniors will provide entertainment along with The Salvation Army Band. Food and refreshments will be sourced by Cllr Woodburn in liaison with Badminton Road Methodist Church members.

178.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing** – None.
- ii. **Councillors to consider any other matters to be added to working groups or to be monitored by the clerk** – None.

178.13 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Griffiths provided an update about the highway changes at the Hambrook traffic lights. Issues around cars idling outside schools is being analysed and the Downend Area Waiting Restriction Review was explained.

178.14 'DOING MORE TOGETHER' EVENT HELD BY SOUTH GLOUCESTERSHIRE COUNCIL

SGC wish to enhance the services they provide by offering a number of additional services to Parish/Town Councils and residents. In-house teams can carry out these services at competitive rates. Often, it may be possible for Parish Councils and SGC to work together to enhance a particular project or scheme that is being considered.

178.15 WEBSITE ACCESSIBILITY REGULATIONS

This is a project that many Parish Councils have suggested working on together. Suggestions were welcomed as to the proposed way forward to ensure compliance and the publication of an accessibility statement. Although options will be further discussed at the next Town and Parish Council forum in January, Cllr Burton suggested that it may be prudent to create a new website. **NOTED.**

178.16 CORRESPONDENCE

- i. **South Glos Online consultation – Downend Area Waiting Restriction Review** – The consultation is now open until 22 October. Members were asked to provide individual responses to the consultation.
- ii. **Notification of BT Phone box removal** - after public consultation, SGC has released its first notification of its draft decision regarding BTs proposed removal of 12 phone boxes from South Gloucestershire. Feedback on this draft decision is invited by 27 October.
- iii. **Provision of Bus Service Contract with South Gloucestershire Bus & Coach Company Ltd** - Both D&BH PC and Emersons Green Town Council (EGTC) have received correspondence from South Glos Bus & Coach Company regarding the selling of some of their trade and assets to another company. A letter and form has been received asking D&BH PC to agree to the transfer of the bus service that is currently subsidised by D&BH Parish Council and EGTC to Cheltenham & Gloucester Omnibus Company Ltd. Clerk asked Members for their thoughts in respect of continuing with the Contract and if D&BH PC agree to the transfer.

RESOLVED to agree to the transfer of the Contract, as detailed.

- iv. **Notification of Public Consultation: Annual Council Budget** - SGC is currently consulting on its proposed annual budget for 2020/21. **NOTED.**

178.17 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

- Cllr Abbott is pleased that the Metrobus now stops at Hambrook.
- Cllr Ogden requested a speedvisor on the lamppost at the bus stop facing back towards the Sandringham Pub. **ACTION - Cllr Ogden will provide the column number to the Clerk for action.**
- Cllr Herniman has attended a Community Spaces event and highlighted climate emergency and Tree Week at the end of November.
- Cllr Herniman also reported the pond at Bromley Heath Playing Fields which is once again causing dogs to become ill. **ACTION - Clerk to follow this up once again with SGC.**
- Cllr Griffiths reported that Health Watch is looking for volunteers.
- Cllr Griffiths is the Mental Health and Wellbeing Champion at South Glos Council.
- Cllr Biggin advised that a new defibrillator has been secured at Lincombe Barn.
- Cllr Biggin has attended an ALCA meeting, and listed the various presentations provided.
- Cllr Biggin reminded members about Remembrance Sunday; (parade departing at 10.30am to arrive at the memorial in Page Park by 11am)

Meeting closed at 20:40.

Chairman:

Date:

Payable Invoice Detail

Downend & Bromley Heath Parish Council
For the period 1 October 2019 to 31 October 2019

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS
Angela Hocking				
Travel expenses: Parish Clerk	1	8.3000	-	8.30
Total Angela Hocking	1		-	8.30
Avon Pension Fund				
Employers/employees contributions to the Avon Pension Fund; October 2019	1	801.6100	-	801.61
Total Avon Pension Fund	1		-	801.61
Banner				
Stationery purchase	1	3.0900	0.62	3.71
Total Banner	1		0.62	3.71
Downend & Bromley Heath Parish Council				
Payment of salaries, month 7	1	2,419.7800	-	2,419.78
Total Downend & Bromley Heath Parish Council	1		-	2,419.78
Google				
Monthly subscription to Google (1TB Google Drive)	1	6.6600	1.33	7.99
Google monthly subscription	1	57.9600	-	57.96
Total Google	2		1.33	65.95
M Poole				
Reimbursement re. works to create poppy trough / hard standing for Tommy in Downend	1	55.2800	-	55.28
Total M Poole	1		-	55.28
SLCC Enterprises				
'Preparing to meet Website Accessibility guidelines' - webinar session fee	1	60	12.00	72.00
Total SLCC Enterprises	1		12.00	72.00
Voice News & Media Limited				
Full page advertisement in Downend Voice, October edition	1	160	32.00	192.00
Total Voice News & Media Limited	1		32.00	192.00
West Mercia Energy				
Badminton Road Sports Pavilion: electricity credits from October 2018 to date / revised bills issued (due to actual meter readings received)	1	96.9300	4.86	101.79
Total West Mercia Energy	1		4.86	101.79
Xero				
Monthly subscription to Xero accounting software	1	24	4.80	28.80
Total Xero	1		4.80	28.80
Total	11		55.61	3,749.22

J.B. 17 Dec 2019.