

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD Thursday 12th December 2024

Present:

Members: Councillors Janet Biggin, Dave Somers, Raj Sood, Sam Burch, James Griffiths and Phil Abbott.

Officers: Kevin Spratt and Christine DeNiro

Police: Sam

229.1 WELCOME

Councillor Biggin welcomed everyone to the meeting.

229.2 APOLOGIES

Councillors Matt Pitts, Terry Meech, Mike Richards, Steve Pick, Ben Burton and Jacky Dockerty.

229.3 DECLARATIONS OF INTEREST

Received from:

Cllr Raj Sood (South Gloucestershire Councillor)

Cllr Phil Abbot (Web site)

229.4 ITEMS FROM THE PUBLIC – None

229.5 ITEMS FROM THE POLICE – (See Appendix 1)

Current initiatives taking place within the local community:

- Talk to us events in the CO-OP.
- Street Safe Scheme
- Walk and Talk advice.

229.6 APPROVE THE MINUTES OF THE MEETING HELD 21st November 2024

RESOLVED: That the Minutes of the Council meeting held on 21st November 2024 are approved as a true and accurate record. These were subsequently signed by the Chair.

229.7 MATTERS ARISING AND ONGOING ISSUES

229.7.1 Kind George V Pavilion – Clerk has processed 2nd Football Foundation grant claim totalling £217,974.18 and has followed up with the Football Foundation, both are currently in review.

Wernick have asked if the Council would be happy with a different cycle rack and benches, as the ones on the original plans are from the Netherlands and the company doesn't have an account with them, the Finance Committee agreed to these changes.

Clerk held Teams meeting with members of Wernick regarding the ongoing issues with the build and costings. Wernick have proposed 2 new layout options: A. Gentle gradient to the edge of the football pitch. B. Retaining wall with a fence this will allow a runoff for the pitch. Both changes will require going through SGC Planning. **(See Appendix 2)**

ACTIONS - Full Council have voted for option B, pending planning permission.

Wernick have also reviewed their quote and contract and have offered:

- £1,000 for the white goods agreed, as these now won't be delivered.
- £5,920 for the canopies as they are installing the 600mm overhang as agreed.
- £5,000 as a good will gesture.

As part of the tendering process for the project, the Councillors asked for further information on what was included on some areas of the tender (**Appendix 3**). The information received back from the companies was used in the decision making on which company to give the project to.

ACTION- Clerk to seek advice from SLCC and will then share with Councillors.

National grid have connected power to the building and WME have connected the new meter. BT will be on site next week to complete the connections.

229.7.2 – Date and format of Annual Assembly 2025- The Annual Assembly can be held anytime between 1st March and 1st June. D&BH PC would ordinarily hold this after an earlier and shorter full council meeting. Councillors where ask to consider who could be nominated for Parish Champion Awards.

ACTIONS- Agreed to hold the Annual Assembly at the new Pavilion on date 17th April 2025 @7pm with the full council meeting starting at 6pm.

229.8 URGENT ACTIONS – None

229.9 FINANCE & GENERAL PURPOSES

229.9.1 - Payment of Accounts – See **Appendix 4**

Resolved to authorise all payments.

229.9.2 Account balances – On 2nd December 2024, the total of the Parish Council's accounts where: - See **Appendix 3**

Treasurers Account	£ 73,465.68
Account 2	£ 206,578.19
Account 3	£ 33,439.34
Total	£ 313,483.21

229.9.3 Recommendations from Committee meeting held on 5th December 2024:

The following recommendations were put forward by the committee and subsequently voted on by Council:

- a) **Internal Audit** - First internal audit with Bridget Bowen was taken on Friday 29th November. She will send her report within the next 2 weeks she did recommend reviewing the banking set up with 2 councillors for online banking to be able to release the transactions and the Parish need to have an investment plan.

ACTION – Noted

b) **Note minutes of meeting held on 5th December 2024** – Cllrs read and noted minutes.

ACTION- Noted

c) **Localism charges 2025/26- SGC have increased our yearly charges by 7.78% to £13,927.14.**

ACTION – Noted

229.10 PLANNING COMMITTEE –

- 7 applications received and reviewed.
- The 7 above applications approved.
- 2 of the above applications concerned trees.

229.11 WORKING GROUP REPORTS & PROPOSALS

229.11.1 Sports Pitches Working Group (SPWG) – No updates to report.

229.11.2 Bromley Heath Pavilion Refurbishment Working Group – No updates to report.

229.11.3 Christmas Lighting Working Group – Christmas light switch on was a success. The costs for Christmas decorations so far is £14,577, further invoices yet to be received. A local resident complained about a tree and lights outside the Co-Op, the Clerk has spoken with SGC and established this land isn't owned by SGC. D&BH PC is responsible for the H&S of the tree and lights.

229.11.4 Downend Partnership Meeting –

- Hill House Park's next meeting due in January
- Christmas Service at St Augustines from 630pm on Friday 20th December

229.11.5 Local Climate & Nature Action Plan Working Group –

- Free tree giveaway Saturday 18th January 11am -3pm. Badminton Road Methodist Church.

229.11.6 Staffing Committee - No updates to report

229.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES – None

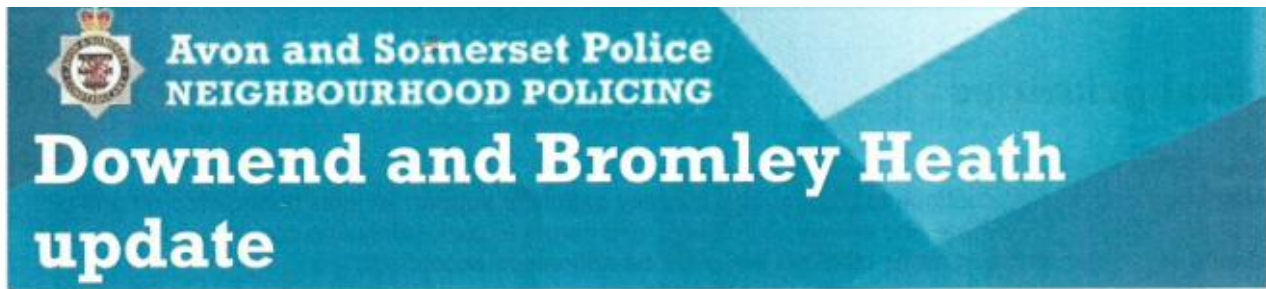
229.13 SOUTH GLOUCESTERSHIRE COUNCIL –

- Work to commence on along the ring road to make the walkway wider.

229.14 COUNCILLORS CONCERNS - None

Chair

Date



Community Engagement

We continue to hold four-weekly Talk to Us events in the Co-op which have proved to be very successful. The next one will be on Saturday 25th January from 10-11:30am as we will not be holding one between Christmas and New Year.

The Street Safe scheme is an ongoing initiative which allows members of the public to highlight areas where they feel unsafe in the community. More details about the scheme, and a QR code to access it, are included at the end of this report.

Business Engagement

We are receiving an increasing number of reports of shoplifting in both Co-op and Sainsburys in Downend in the run up to Christmas. High visibility patrols of the shopping area, both in police cars and on foot, will be increased to act as a deterrent and to detain offenders. We will be discussing the impact of these patrols with local businesses that have been targeted by shoplifters to determine the most appropriate times for the patrols.

We are in the process of obtaining a Criminal Behaviour Order for the most prolific offenders which will hopefully be granted when he next appears in court.

General Update

We have been unable to act on the reports of speeding on Badminton Road over the last month but will still look to investigate this when resources are available. If we identify a problem we will request further assessment.

Residents are reminded that there is often a spike in crime in the lead up to Christmas. Garages and sheds should be securely locked, shopping should not be left on display in cars and curtains should be closed when internal lights are on. These are all simple measures that can deter the opportunist thieves.

Local priorities

School Parking:

Neighbourhood officers continue to provide high visibility patrols to support schools during drop off and pick up times. We aim to educate and encourage parents and carers to park safely and considerately. Should officers encounter any road traffic offences these will be addressed accordingly.

Community Engagement:

We have been attending numerous local coffee mornings. As mentioned previously, if you aware of a local group that would like a visit, please contact us through the Avon and Somerset Police website.

Reduction in shop-lifting incidents:

We are working closely with local shops to provide increased patrols and engage with staff to ensure that we are aware of shop-lifting incidents and can take steps to identify offenders.

Crime Statistics

October 2024

49 crimes were recorded in Downend, Frenchay and Stoke Park

Category	Crimes recorded
Anti-social behaviour	3
Burglary	1
Criminal damage arson	3
Drugs	2
Other theft	4
Possession of weapons	1
Public order	1
Shoplifting	5
Vehicle crime	4
Violent crime	25

Useful Contacts

Report every crime; every report helps us to help you. We can't solve an issue if we don't know it's happened.

- Scan the left for online reporting
- Scan the right to meet the Neighbourhood Policing team



Our Neighbourhood Policing team is based at Staple Hill police station and covers Downend, Bromley Heath, Frenchay, Cheswick Village, Stoke Park and Scholars Chase.

Community is at the heart of our policing, and we want to know about any issues or problems that are taking place in our area, in order to be able to keep everyone safe. We are often out and about in the community, so please do come and speak to us when you see us. Also, if you would like us to attend any community events, please do let us know in advance.

Keep up to date

Facebook is a great way to keep up to date with your local Neighbourhood Policing team. We do post about incidents that have taken place, the work we do in the area or any events we will be attending.

Follow us on: **South Gloucestershire Neighbourhood Policing**

Street Safe

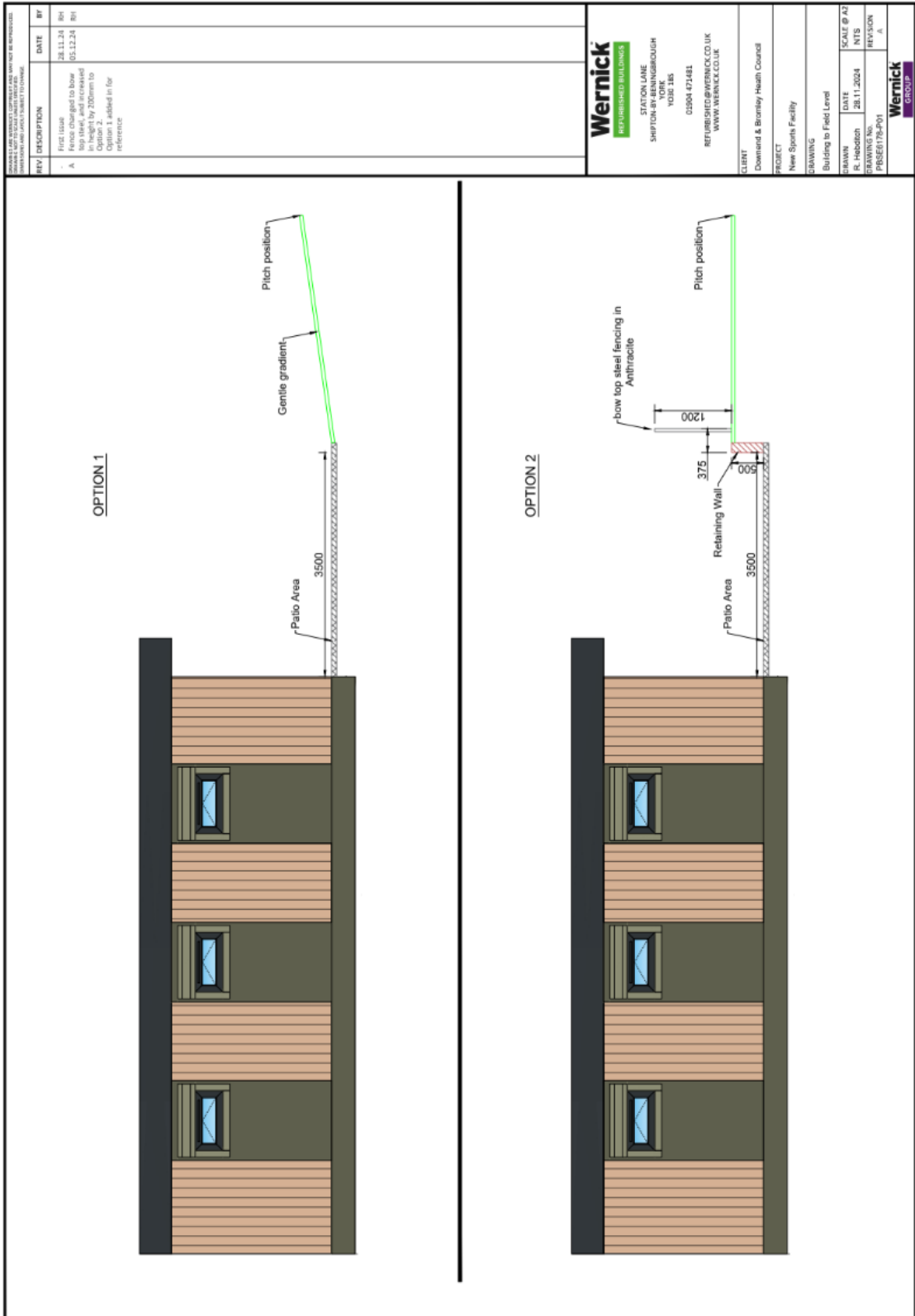
StreetSafe is a service that allows you to report safety concerns in public places without giving us your name (anonymously). This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

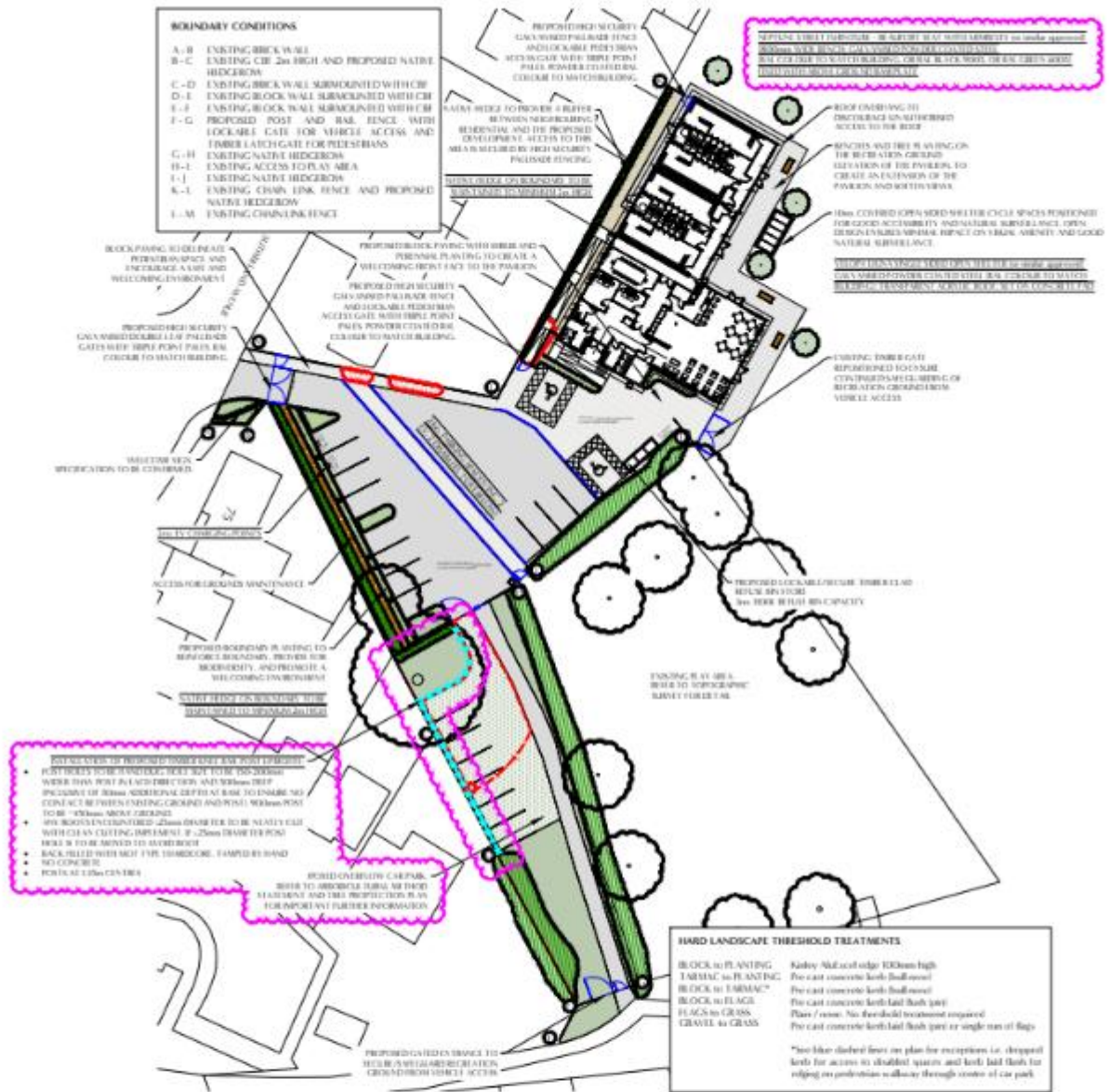
Please note: StreetSafe is not for reporting crimes or emergencies. If you witness a crime or emergency, please call the police on 101 or report a crime online. If you're unsure whether something is a crime or not, read our advice.

Examples of situations that should be reported to StreetSafe include a poorly lit alleyway that makes you feel unsafe or a park with broken equipment that poses a safety hazard.



Appendix 2





LEGEND

- EXISTING TREES TO BE RETAINED
- EXISTING VEGETATION/HEDGEROWS
- EXISTING VEGETATION TO BE REMOVED
- EXISTING/PROPOSED FENCES
- EXISTING/PROPOSED GATES
- EXISTING AMENITY GRASS
- EXISTING TARMAC
- PROPOSED BLOCK PAVING
- PROPOSED PAVING
- PROPOSED GROUND STABILISATION
- PROPOSED DECORATIVE GRAVEL
- PROPOSED FLUSH KERB/HARDSLANDING
- PROPOSED TIMBER LATH RAIL
- PROPOSED BENCH
- PROPOSED WIRE MESH BICYCLE STANDS
- PROPOSED NATIVE TREES (STANDARDS)
- PROPOSED NATIVE HEDGE
- PROPOSED SUBPERENNIAL PLANTING

GENERAL NOTES

The drawing is to be read in conjunction with all other relevant drawings, schedules, specifications and supporting information. The contractor is to verify all dimensions and conditions on site. The drawing shall not be a substitute for a site visit. Only signed dimensions are to be followed. Any dimensions are to be reported to New Enclosure and verified ready prior to proceeding. This drawing is subject to copyright www.drummond-barron.com

SCALE BAR

REVISIONS

REV	DESC	DATE	BY	CHK
0	Issue for design development	2022-06-27	BC	BC
A	Issue for design development	2022-06-28	BC	BC
	Issue for design development	2022-05-25	BC	BC

PROJECT
Sage Garage V Parkers, Sutherland Avenue

CLIENT
Downwell & Bransby Health Parish Council

DRAWING TITLE
Landscape Plan

DRAWING NO.
LPS-01-01

REV.
P

STATUS
P

SCALE
1:100

Appendix 3

SPORTS PAVILION AT KING GEORGE V / BADMINION ROAD PLAYING FIELDS, DOWREND, BRISTOL

Item	Itemised New Cost £	Itemised Refurbished 'New' Cost £	Notes
Surveys, Investigation, Design, CDM, PM:	36,705.00	36,705.00	
Demolition, Clearance, Enabling Works, Excavation, Levels:	92,640.00	92,640.00	
Foundations:	58,940.00	58,940.00	
Modular Build: (excluding extras stipulated below)	693,163.50	595,082.00	This price is for the building, transport, install and crange
Security shutters:	28,540.00	35,400.00	
Alarm:	8,318.00	8,318.00	Includes for both a fire alarm and an intruder alarm
Aco drainage:	2,800.00	2,800.00	
Toilets and washing facilities all ready to use, ie, all ceramic goods, toilet roll holders, soap dispensers, hand drying, benches, hooks etc:	16,191.00	16,191.00	Price includes: 15 no. hand dryers, 17 no. soap dispensers, coat hooks, benching, 19 no. mirrors, splash back tiles to all sinks and 16 no. toilet roller holders
Replacement of previously stipulated shower curtains with doors:	12,655.00	12,655.00	
Data networking system:	1,430.00	1,430.00	
Basic kitchen, to include white goods: Room signage:	6,425.00	6,245.00	This cost includes - kitchen cupboards, worktop, sinks, plumbing, 2 no. fridge-freezers and 1 no. dishwasher Signs for toilets and changing rooms only
Isolated costs:		33.00	
Solar panels:	18,750.00	N/A	Price for solar panels in the refurbished 'new' building have not been included. Solar panels are not required on refurbished buildings to make them compliant to building regulations
CCTV:	10,970.00	10,970.00	
Service connections:	88,450.00	88,450.00	This price includes all the works involved (trenching, ducting, connections, materials etc.) with the Storm water drainage, foul water, Main Cold Water and Mains Electric. Groundworks involved for data and alarms is also included. In addition the price also includes the £5,000 sum for alterations/replacement of mains water supply by Bristol Water and the £10,000 sum for alterations to mains electricity supply and meter by Western Power.
Landscaping, ramps and paths:	370,045.00	370,045.00	
5 % contingency requested:	32,785.00	28,187.85	Based on modular building value only
TOTAL	1,478,840.50	1,868,091.85	

Appendix 4

2 December 2024 (2024-2025)

Downend & Bromley Heath Parish Council

Prepared by:  Date: 2/12/2024
Name and Role (Clerk/RFO etc)

Approved by:  Date: 5 December 2024
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 02/12/2024			
	Cash in Hand 01/04/2024		673,762.30
	ADD		
	Receipts 01/04/2024 - 02/12/2024		562,527.90
		1,236,290.20	
	SUBTRACT		
	Payments 01/04/2024 - 02/12/2024		922,876.99
A	Cash in Hand 02/12/2024 (per Cash Book)		313,413.21
	Cash in hand per Bank Statements		
	Petty Cash 02/12/2024	0.00	
	Lloyds Bank Treasurers Account 02/12/2024	73,465.68	
	Lloyds Business Banking No. 2 acc 02/12/2024	206,578.19	
	Lloyds Business Banking No. 3 acc 02/12/2024	33,439.34	
	HSBC Business Money Manager A 02/12/2024	0.00	
			313,483.21
	Less unrepresented payments		70.00
			313,413.21
	Plus unrepresented receipts		
B	Adjusted Bank Balance		313,413.21
A = B Checks out OK			