

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD Thursday 20th March 2025

Present:

Members: Councillors Janet Biggin, Dave Somers, Sam Burch, Phil Abbott, Matt Pitts, Mike Richards, Terry Meech, James Griffiths, Raj Sood, Ben Burton.

Officers: Kevin Spratt and Christine DeNiro

Members of the public: 8 members of the public attended.

232.1 WELCOME

Councillor Biggin welcomed everyone to the meeting.

232.2 APOLOGIES

Cllr Jacky Dockerty

Cllr Steve Pick

Cllr Mike Richards

232.3 DECLARATIONS OF INTEREST

Received from:

Cllr Raj Sood (South Gloucestershire Councillor)

Cllr Phil Abbot (Website)

Cllr Ben Burton (Downend Saints)

232.4 ITEMS FROM THE PUBLIC –

232.4.1 Airbnb concerns – Local resident raised concerns over the amount of Air B&B's in the area. Advised of the impact it has in the local community, such as increased level of noise, disruption to parking in the streets, rubbish and cigarette ends not be cleared away and over occupancies being advertised. D & BH PC acknowledged the situation and gave the following advice:

- To contact the environmental dept at SGC regarding waste.
- To gather evidence of any social wrongdoing and report to either Air B&B, the Landlord or the Police.
- Homeowners of Air B&B's need to comply with Landlord regulations.
- To contact Air B&B should there be evidence of the property being rented out for 90 days or more in a year.
- Planning permission needs to be obtained by the Landlord should rentals exceed the 90 days.
- To contact CAB if further advice is needed on the matter.

232.5 ITEMS FROM THE POLICE – None

232.6 APPROVE THE MINUTES OF THE MEETING HELD 20th February 2025

RESOLVED: That the Minutes of the Parish Council meeting held on 20th February 2025 are approved as a true and accurate record. These were subsequently signed by the Chair.

232.7 MATTERS ARISING AND ONGOING ISSUES

232.7.1 Neighbourhood Watch – Gave an update on:

- 20mph limiting regularly seems to be ignored by drivers, a suggestion for the future could be to introduce some traffic calming schemes.
- Uneven pavement on Oakdale/Badminton Road, neighbourhood watch may produce a letter to near by residents of the situation.
- Raised the issue with SGC of electric scooters and bikes being left anywhere in the area, wanted clarification on identifying park up locations and would like to see the public being incentivised to park up at the end of a hire in the correct locations. No response from SGC yet.
- Armed robbery confirmed on Quakers Road, go funding page has been set up for the family. Requested more information from the Police. No response yet. Councillor will raise again with SGC at a meeting on 25th March.

232.7.2 Kind George V Pavilion – Clerk completed snagging list this morning with Wernick and John (PM). Wernick have confirmed a new time plan with a completion date of 27th March. 8 days have been allocated for snagging both external and internal. There is an issue with gaining access to the roof as no safety system has been installed. Access control system will be installed with the clerk next Tuesday.

Quotes received for adding a fence and drop-down posts to reduce access to the field. Also quote received to install metal cages around 9 CCTV cameras to stop damage by footballs.

Purchase phone for the new Manager before Tuesday to upload the software for the Pavilion.

ACTION-

- **Noted agreed to purchase phone.**

232.7.2 Policies update – The following policies have been reviewed and updated, code of conduct, complaints policy, dignity at work policy, equalities and diversity policy and Filming and recording of meetings policy. Councillors reviewed and agreed to implement them.

ACTION – All agreed

- **Clerk to upload new agreed polices on the D&BH PC website.**
- **Clerk to write a Pensions Policy, deadline end of May.**

232.7.3 Annual Assembly – Councillors put forward their nominations for Parish Champions. Councillors reviewed and voted on 2 winners.

Agenda agreed: Welcome and Chairs report (Janet), Pavilion Update (Ben), LCNAP and Hill House (LCNAP Working group), Parish Champions (Janet) and finish with any Q&A.
Raj to provide refreshments, the full council meeting to start at 6pm.

Action –

- **Clerk to contact the nominated champions to invite them to the assembly.**
- **Clerk to obtain a short statement from both winners regarding what their role is in the community.**
- **Councillor Biggin to see if she can get some gift vouchers.**
- **Councillor Sood to provide refreshments for the meeting.**

232.8.3 Internal Audit 2025 onwards - 2 quotes received from SGC £357 per day and Bridget Bowen £2,470 for 3 years. Councillors voted and agreed to continue with Bridget at SGC.

ACTION –

- **Clerk to contact Bridget for future audits.**

232.8 URGENT ACTIONS – None

232.9 FINANCE & GENERAL PURPOSES

232.9.1 - Payment of Accounts – See Appendix 1

Resolved to authorise all payments.

232.9.2 Account balances – On 3rd March 2025 the total of the Parish Council's accounts were: - See **Appendix 2**

Treasurers Account	£ 67,065.18
Account 2	£ 489,766.55
Account 3	£ 33,522.77
Total	£ 590,354.50

232.9.3 Recommendations from Finance Committee meeting held on 6th March 2025:

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

- a) **Review investment Strategy –** Cllrs reviewed and agreed to implement the new policy.

ACTION-

- **Clerk to upload the policy to the D & BH PC website.**

- b) **Internal Audit** - Still require 2 Councillors to sign off on the payments, Clerk has set up both Cllr's Biggin and Abbott to authorise payments awaiting to hear back from Lloyd's bank.

ACTION -

- **Clerk to continue with progressing this.**

- c) **Grant Requests –** There have been issues with the web site regarding sending grants through. Current 3 grants to review 692 Downend Horticultural Society £1000, 689 Citizens advice SGC £17,938 (Project cost) and 714 Friends of Leap Vally £150. The Councillors reviewed and voted on:

- Agreeing the £150 for Leap Valley.
- £100 grant for Citizens Advice SGC
- To obtain more information from Downend Horticultural Society regarding their grant needs.

ACTION -

- **Clerk to action the above grant requests.**

- d) **Insurance quotes –** 2 quotes have been received £4690.90 from Hiscox who are currently our insurance company. £4008.44 Zurich which will reduce to £3639.81 if we sign up to a 3-year deal. The Councillors reviewed and voted on Zurich for 3 years.

ACTION –

- Clerk to arrange for new insurance policy with Zurich for the next 3 years at the reduced cost.

e) **Note minutes of meeting held on 3rd March 2025** – Councillors read and noted minutes.

ACTION- Noted

232.10 PLANNING COMMITTEE – 2 meetings held since the last Full Council meeting. 7 applications received, 5 no objections and 2 not in the Parish.

232.11 WORKING GROUP REPORTS & PROPOSALS

232.11.1 Bromley Heath Pavilion Refurbishment Working Group – On pause until KGV Pavilion is up and running.

232.11.2 Downend Partnership Meeting – Downend Market – Next market is due for the 6th of April. Car parking issues with Co-op, London and Cambridge management to respond to items raised. Community Banking an assessment took place within the community. Whilst the outcome does not recommend a Banking Hub, we acknowledge that there is still a gap in the access to cash access services in Downend, Staple Hill post office have recently raised the same issues, and we are hoping to work together with Councillors to see if the request to appeal for a review of the assessment can be acknowledged.

232.11.3 Local Climate & Nature Action Plan Working Group – Clerk attended the Hill House Park meeting speaking with the residents, requested an extra dog bin for the other side of the park cost £465.45 and £211.64 yearly to empty it. Councillors agreed to this.

ACTION -

- Clerk to action the above.

232.11.4 Staffing Committee – Committee met on 20th March and recommend paying Clerks overtime of 162.75 hours for the year and for holiday not taken. Clerk to book interviews for the Pavilion Manager position on Tuesday 25th & 27th March with the Staffing Committee Councillors.

ACTION- Agreed to pay outstanding overtime and holiday pay, noted interview dates.

232.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES – None.

232.13 SOUTH GLOUCESTERSHIRE COUNCIL – Cycle hangers to be placed Westerleigh Road/High Street. Speed bumps are being considered by the pedestrian crossing on Badminton Road.

232.14 COUNCILLORS CONCERNS – None

Chair

Date

Appendix 1

Downend & Bromley Heath Parish Council

19 March 2025 (2024-2025)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
331	21/03/2025		Lloyds Bank Treasur		Stationery	Konica Minolta	S	16.23	3.25	19.48
332	21/03/2025		Lloyds Bank Treasur		Cleaning	T Webb Window Cleaning	Z	368.00		368.00
333	21/03/2025		Lloyds Bank Treasur		Advertising	Voice News & Media Limite	S	176.00	35.20	211.20
334	25/02/2025		Lloyds Bank Treasur		Utility charges	West Mercia Energy	S	1,012.04	202.41	1,214.45
335	28/02/2025		Lloyds Bank Treasur		Pavilion Building Control	West Mercia Energy	L	157.66	7.88	165.54
336	21/03/2025		Lloyds Bank Treasur		Audit fees	Bridget C Bowen	Z	300.00		300.00
337	21/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Alide Hire Services	S	208.00	41.60	249.60
338	03/03/2025		Lloyds Bank Treasur		Subscription	Google Cloud EMEA Limite	X	70.00		70.00
339	03/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Fire Protection Online	S	35.00	7.00	42.00
340	21/03/2025		Lloyds Bank Treasur		Insurance	Gallagher Insurance	Z	367.36		367.36
341	21/03/2025		Lloyds Bank Treasur		Gate security	Securitas Security Services	S	801.90	160.38	962.28
342	21/03/2025		Lloyds Bank Treasur		Salaries					
343	21/03/2025		Lloyds Bank Treasur		Salaries					
344	21/03/2025		Lloyds Bank Treasur		Pension costs	Avon Pension Fund	Z	1,610.91		1,610.91
345	21/03/2025		Lloyds Bank Treasur		HMRC payments	HMRC	Z	1,534.41		1,534.41
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	3.66	0.73	4.39
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	9.99	2.00	11.99
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	9.99	2.00	11.99
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	14.87	2.97	17.84
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	11.66	2.33	13.99
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	14.79	2.96	17.75
346	07/03/2025		Lloyds Bank Treasur		Pavilion Building Control	Amazon	S	6.64	1.34	7.98
347	18/03/2025		Lloyds Bank Treasur		Localism services	South Gloucestershire Cour	S	3,279.00	655.80	3,934.80
348	21/03/2025		Lloyds Bank Treasur		Clerk's expenses					
349	21/03/2025		Lloyds Bank Treasur		Bromley Heath Playing Fields	Heatfest	Z	25.00		25.00
350	10/03/2025		Lloyds Bank Treasur		Telephone and broadband	SMARTY	Z	10.00		10.00
351	10/03/2025		Lloyds Bank Treasur		Donation	Amazon	S	12.81	2.56	15.37
351	10/03/2025		Lloyds Bank Treasur		Donation	Amazon	S	10.79	2.16	12.95
351	10/03/2025		Lloyds Bank Treasur		Donation	Amazon	S	95.75	19.15	114.90
352	21/03/2025		Lloyds Bank Treasur		Website	WADAEC	Z	125.00		125.00
353	21/03/2025		Lloyds Bank Treasur		Clerk's expenses					
354	21/03/2025		Lloyds Bank Treasur		Website	WADAEL	Z	60.00		60.00
355	21/03/2025		Lloyds Bank Treasur		Gate security	Securitas Security Services	S	43.86	8.77	52.63
356	19/03/2025		Lloyds Bank Treasur		Telephone and broadband	BT	S	491.72	98.34	590.06

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19 March 2025 (2024-2025)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
357	14/03/2025		Lloyds Bank Treasur		Stationery	Amazon	S	29.15	5.83	34.98
357	14/03/2025		Lloyds Bank Treasur		Stationery	Amazon	S	12.48	2.50	14.98
357	14/03/2025		Lloyds Bank Treasur		Stationery	Amazon	Z	9.99		9.99
357	14/03/2025		Lloyds Bank Treasur		Stationery	Amazon	Z	11.29		11.29
358	21/03/2025		Lloyds Bank Treasur		DBS check	Theatre Royal Bath Limited	S	12.50	2.50	15.00
358	21/03/2025		Lloyds Bank Treasur		DBS check	Theatre Royal Bath Limited	Z	21.50		21.50
Total								15,302.40	1,269.66	16,572.06

Appendix 2

3 March 2025 (2024-2025)

Downend & Bromley Heath Parish Council

Prepared by: _____ Date: _____
Name and Role (Clark/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 03/03/2025		
	Cash in Hand 01/04/2024		673,762.30
	ADD Receipts 01/04/2024 - 03/03/2025		913,773.87
			1,587,536.17
	SUBTRACT Payments 01/04/2024 - 03/03/2025		997,181.67
	Cash in Hand 03/03/2025 (per Cash Book)		590,354.50
B	Cash in hand per Bank Statements		
	Petty Cash	03/03/2025 0.00	
	Lloyds Bank Treasurers Account	03/03/2025 67,065.18	
	Lloyds Business Banking No. 2 acc	03/03/2025 489,766.55	
	Lloyds Business Banking No. 3 acc	03/03/2025 33,522.77	
	HSBC Business Money Manager A	03/03/2025 0.00	
			590,354.50
Less unrepresented payments			590,354.50
Plus unrepresented receipts			
	Adjusted Bank Balance		590,354.50
	A = B Checks out OK		