

**DOWNEND & BROMLEY HEATH PARISH COUNCIL**

**MINUTES OF MEETING HELD AT  
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL  
THURSDAY 20 JUNE 2019**

**Present:**

Members: Councillors Janet Biggin (Chair), Ben Burton, James Griffiths, Sharon Herniman, Jon Hunt, Colin Ogden, Sheila Ottewell, Matt Pitts and Raj Sood.

Officer: Angela Hocking.

Public: 12 members of the public.

**175.1 WELCOME**

Cllr Biggin welcomed everyone to the meeting.

**175.2 APOLOGIES**

Received from Cllr Mike Baker, Cllr Anita Woodburn and the Police.

**175.3 DECLARATIONS OF INTEREST**

Cllr Colin Ogden and Cllr Sharon Herniman (in relation to Friends of Bromley Heath Park).  
Cllr Ben Burton (SGC Corporate Resources)  
Cllr Jon Hunt (SGC Children & Young People) re. Item 175.6.

**175.4 ITEMS FROM THE PUBLIC**

Resident asked the Parish Council to consider lighting in the Co-op car park (175.13 refers).  
Other residents attended to hear the results of the In Bloom funding application (175.17 refers).

**175.5 ITEMS FROM THE POLICE**

Report received from the Police, which was circulated and **noted**.

**175.6 PRESENTATION BY HANNAH PANES, SOUTH GLOS AREA MANAGER,  
CREATIVE YOUTH NETWORK**

Creative Youth Network (CYN) are pleased to have been commissioned by South Gloucestershire Council to provide youth services in Lot 3 (Kingswood, Hanham, Staple Hill, Cadbury Heath and Bitton) through the Youth Activities Offer. Therefore from April 2019 CYN will be delivering all youth provision within this Lot. Hannah explained plans for local youth provision to members.

**175.7 APPROVE MINUTES OF MEETING HELD ON 16 MAY 2019**

**RESOLVED that the Minutes of the meeting held on 16 May be approved and signed as a true and accurate record.**

#### **175.8 MATTERS ARISING AND ONGOING ISSUES**

Page 4 – Clerk expressed disappointment at the number of members who attended the ALCA training in view of the amount of notice that had been provided.

Page 4 – Fallen tree at King George V Playing Fields – The Friends Group, in liaison with the SGC Tree Officer, have managed to locate a tree carver, Wild Wood Carving, to carve the tree trunks remaining at King George V into seating. The Friends request that D&BH Parish Council give consideration to funding this project in order that it may proceed.

It is estimated that each trunk will take approximately two days to carve, at a charge of £350 per day. The Friends suggest having two trunks carved (one on the Farm Court side and one between the new basket swing on the cemetery side). The final trunk can be used for climbing but may be removed. A formal quotation has been received at £1400 to carve, sand and oil 2 x benches. Ongoing costs would be around £40 per year to oil the trunks, which the Friends are happy to undertake themselves.

However, the main issue is the sheer weight of the trunks. A crane will damage the field to move them and will be exceptionally costly. Other feasible options being considered by South Glos. Council are to carve them in-situ and then move afterwards to their final position or cut each of them in half and then move them with normal equipment. Either way, a decision will be made by SGC sometime week commencing 24 June.

**RESOLVED that the Parish Council accepts the quotation from Wild Wood Carving to carve, sand and oil 2 x tree trunks at King George V Playing Fields. Total cost £1400, PROVIDING that arrangements can be made separately for moving the trunks.**

Page 4 – Tommy – An amended Licence with SGC has now been received so the project can proceed to fix Tommy to the Sainsburys wall, Westerleigh Road. Sainsburys are in agreement for Tommy to be fixed at this location (approved by Jennie, Supervisor, 3 June 2019). It is envisaged that to secure Tommy will not cost any more than £50. In addition, metal poppies could be cemented in a trough beneath Tommy, which can be sourced from Kemps Garden Centre at £20 each or online. An additional suggestion of a small plaque by the side of Tommy was considered.

**AGREED to make arrangements for Tommy to be installed alongside Sainsbury's wall.**

**AGREED to install a small low level planter with metal poppies cemented within.**

Page 5 – Forms to include Cllr Herniman as a bank signatory in place of Martyn Poole have been completed and returned.

Page 6 – Landlords Consent for the footpath through Bromley Heath Playing Fields has now been verbally received. Chris Belcher has been instructed to commence this work.

Solar Christmas Trees – Plantscape have contacted the Clerk asking for confirmation that the solar Christmas trees will be required for 2019 to ensure that their supplies meet increased demand.

**AGREED to continue to use the solar powered Christmas Trees moving forward.**

Regarding the Christmas motifs currently held in storage by South Glos Council, SGC is prepared to take the 11 working motifs for a total of £550. This cost is based on the age and the likelihood that they will start to fail in the near future, plus the cost of repair. They have received a quote to repair 3 motifs at £1512. SGC has also agreed to purchase the lights held in storage for the Christmas tree itself for £50.

**AGREED to accept £600 from South Gloucestershire Council for the purchase of the Christmas lights and motifs, as detailed above.**

#### **175.9 URGENT ACTIONS**

Traveller incursion on Badminton Road Playing Fields – Members discussed the traveller encampment. Prestige Grounds confirm that the site has sustained minimal damage and we must now wait to see how the grass improves over the coming weeks prior to taking any action. Clerk confirmed that South Gloucestershire Council Street Cleansing were instructed to perform a sweep of the site when the travellers had left to remove all debris. Invoice awaited. Wooden gate to the playing fields has been repaired by Downend Men in Sheds and a new security hasp and staple has been fitted (invoice listed under 175.11). It remains for the main gates to be properly secured. Downend Men in Sheds have suggested adjusting the gate pillars, welding a ¼ inch steel plate and fix a pivoted gate to the left hand pillar that would lock to the right hand pillar using scaffolding poles as material and repaint the whole for something in the region of £250. Clerk has obtained consent from the tenant and landlord of 75 Sutherland Avenue to use their electricity to undertake the work safely.

**AGREED to proceed with securing the gates at Sutherland Avenue by Downend Men in Sheds, all as detailed.**

**AGREED to make further enquiries into new gates / heavy duty drop down posts and to consider these options at all entrances to Badminton Road Playing Fields, King George V and Bromley Heath.**

Members thanked the Parish Clerk for her work in dealing with the traveller encampment.

#### **175.10 CASUAL VACANCY, STAPLE HILL WARD**

One expression of interest has been received which was circulated to members.

**RESOLVED to appoint Phillip Abbott as Parish Councillor for Staple Hill Ward. The Declaration of Acceptance of Office was duly signed on 20 June 2019.**

#### **175.11 FINANCE & GENERAL PURPOSES**

- (i) **Payment of accounts** – Authorisation for payment of accounts, as detailed in Appendix 1, was **AGREED**, including a late invoice for the annual subscription to Insightly.

In addition, OpenPlay have sent their invoice for £3110.40 and a 24 month contract (until 18 June 2021) to continue with bookings of the playing fields.

**AGREED that the new contract with OpenPlay is accepted.**

SGC Community Learning have contacted Downend Men in Sheds to organise a basic DIY course. SGC cover the cost of the training so it is free for members to attend. Venue has been agreed as Badminton Road Methodist Church, 9am-1.30pm on 22 July. Clerk asked D&BH PC if they are in agreement to cover the cost of room hire.

**AGREED that the Parish Council will pay for the room hire of £40 to enable the course to proceed.**

- (ii) **Account balances** - The total balance of all accounts as at 31 May 2019 stands at £764,132.14. **Noted.**

(iii) **Recommendations from Committee meeting held on 24 May**

- After obtaining three quotations to undertake the footpath work at Bromley Heath Playing Fields, and accepting the quotation from Chris Belcher, Clerk was asked to approach Chris Belcher to obtain a further cost to install a footpath along the desire line on the open space at the corner of Quakers Road/Oakdale Road. The proposal is to install a 1.2m wide path with wooden edging boards, 41m long, together with a plastic grip grid system in the base course of the path, with stone dust compacted finish. Chris Belcher has liaised with the SGC Tree Officer regarding works around the tree and this has been satisfactorily agreed with the Tree Officer. Quotation received at £2,846. In view of the recent quotations obtained for similar works,

**AGREED to accept the quotation from C R Belcher to undertake the works as detailed, for the sum of £2,486 subject to receipt of Landlords Consent.**

- CCTV – Whilst members agreed that a financial commitment is needed from South Gloucestershire Council in the first instance,

**AGREED to utilise any Community Infrastructure Levy funds towards the CCTV project, once**

**costs are finalised. (CIL funds currently amount to just over £28,492).**

- Grass is encroaching the pathways at King George V Playing Fields. Clerk has walked the site with Prestige Grounds and a price for the work to be carried out is awaited, in addition to quotes for resurfacing some areas in view of Health & Safety concerns.
- Fees for use of the sports facilities – It is recommended to increase fees at the start of the football season in line with inflation. Clerk advised the costs introduced by SGC for 2019/20 and it was

**AGREED to increase costs in line with that of SGC commencing September 2019.**

- The spare chair at the parish office is in need of replacement. Clerk has obtained costs which vary dramatically and asked for a specific budget to move this matter forward.

**AGREED to budget up to £200.**

- Annual Spring Clean of Bus Shelters – F&GP recommend to implement the spring clean which will be carried out with a small increase of £1/shelter, ie, £29.

**AGREED to proceed with the spring clean and authorise the appropriate payment to T Webb Window Cleaning of £939.**

- (iv) **Internal Auditor's report** - The Internal Auditor's report was circulated and **noted**.

#### **175.12 PLANNING COMMITTEE**

Three meetings have been held during the last month and the comments submitted were **noted**.

#### **175.13 WORKING GROUP REPORTS & PROPOSALS:**

**SPORTS PITCHES WORKING GROUP** – Cllr Burton has been in discussions with Portable Building Sales, (PBS) the company approached to do the initial drawings following the three quotations sought. PBS have agreed to come to site and create revised drawings to reflect more accurately what the Parish Council is trying to achieve. PBS will not charge for these revisions and once received these will be forwarded to two other companies for comparable costs, and to Simon Wood for the Football Foundation funding submission.

Clerk confirmed that a request has been received to use pitch 3 for pre-season friendlies.

**AGREED that pitch 3 can be used for pre-season friendlies by the football clubs.**

**CO-OP CAR PARK** – Clerk, Chair and Vice Chair met with the Asset Manager of London & Cambridge (L&C) on 12 June, along with Mike Barnes, Parking Services Manager, South Glos. Council (SGC). Much discussion took place about upgrading the car park to include additional covered cycle parking, electric parking bays, relining, lighting, additional disabled and family spaces etc. Moving forward, SGC will be liaising with L&C in connection with the legalities over L&C managing the whole car park. Both parties acknowledged that restricted parking hours will encourage footfall and benefit the High Street. All parties will liaise on the way forward and publish regular updates in Downend Voice.

Clerk also reported an email from a member of the public stating how the car parking situation in some parts of the parish seems to be getting worse, ie, streets close to bus stops and local schools. Resident asks if a parking scheme could be considered potentially in Sandringham Avenue. **Noted.**

*8pm - Cllr Burton, Cllr Griffiths and Cllr Hunt left the meeting.*

#### **175.14 REVIEW WORKING GROUP MATTERS AND NEW ISSUES**

**i. Councillors to decide if any matters need referring to working groups or objectives need changing –**

- VE Day Celebrations - **Noted** although members felt unable to commit to organising an event.
- Christmas Singalong - Members had suggested that this would be an annual event.

**AGREED that Cllr Ogden will hold initial discussions with Martyn Poole.**

- Identification of new dual purpose litter bins – Council agreed that each of the new litter bins should be numbered and have a telephone number to call if overflowing. Clerk asked how this could be progressed.

**ACTION - Cllr Phil Abbott agreed to take this project forward.**

Members suggested relocating a bin taken from the playing fields to replace the bin at the open space at the junction of Quakers Road/Oakdale Road.

**AGREED that the Clerk will contact SGC to this effect.**

**ii. Councillors to consider any other matters to be added to working groups or to be monitored by the clerk - no report.**

**175.15 SOUTH GLOUCESTERSHIRE COUNCIL - No report.**

**175.16 PROPOSAL: TO AUTHORISE NRB ELECTRICAL CONTRACTORS LTD TO INSTALL THE DEFIBRILLATOR AT BADMINTON ROAD METHODIST CHURCH**

After contacting numerous companies to install the defibrillator at Badminton Road Methodist Church, the most favourable quotation has been received from NRB Electrical Contractors Ltd in the sum of £480.

**AGREED to proceed with the quotation, as detailed above.**

#### **175.17 PROPOSAL: TO APPROVE AN ANNUAL GRANT TO DOWNEND & BROMLEY HEATH IN BLOOM**

Downend & Bromley Heath in Bloom have asked D&BH PC for a £10,000 per annum grant over a five year period with an inflation clause, based upon RPI. The request was deliberated by F&GP with members of In Bloom in attendance. After due consideration, members ratified the decision of the Finance & General Purposes Committee.

**RESOLVED to provide a donation of £9,000 per annum over a 3 year period. At this time a further review will be undertaken and another period of funding explored. Two conditions are attached to this proposal (i) future plans/projects are referred back to the Parish Council before implementation; (ii) an audit is carried out of the High Street / areas of planting to ensure the Council is clear about what is being funded.**

**NB - The donation will be paid to Bristol City Council on behalf of In Bloom, when their annual invoice is received for payment.**

D&BH in Bloom ask that consideration is given to switching on the lights within the trees throughout the summer. It appears that several High Street business owners and residents have requested this to encourage visitors to the High Street and make use of the cafes/shops.

**AGREED to initially trial the lights for an hour or so, extending the time into the autumn.**

#### **175.18 PROPOSAL: TO APPROVE FUNDING APPLICATIONS, AS DETAILED**

Report circulated for members consideration.

**RESOLVED to provide donations as follows:-**

<b>Ignite Youth Group</b>	<b>£447</b>
<b>MS Therapy Centre</b>	<b>£250</b>
<b>Above &amp; Beyond</b>	<b>£214</b>

#### **175.19 CORRESPONDENCE**

SGC would like to use the Community Infrastructure Levy (CIL) receipts on Highways Maintenance. This will significantly increase the amount of funding they can use maintaining highways infrastructure to

accommodate the increased impact on the highways network arising from new developments. To do this, they need to add 'Highways Maintenance' to the CIL Regulation 123 list following consultation. Closing date for this consultation is 9 July. **Noted.**

Members had been circulated with the following correspondence, which was **noted**:

- The experimental Traffic Order for Hambrook Air Quality Action
- Better Care Stronger Communities Funding 2020-2023 Consultation

#### **175.20 COUNCILLORS TO RAISE ANY OTHER BUSINESS OR URGENT CONCERNS**

Cllr Sood raised concerns at the recently laid road surface on Badminton Road. Photos will be sent to the Clerk for onward transmission to SGC.

Cllr Ottewell confirmed that resurfacing of Fouracre Crescent has been satisfactorily completed.

Cllr Ogden reiterated previous comments about the 20mph zone in Bromley Heath.

Cllr Herniman advised members -

- Martyn Poole will be receiving his award at Heathfest at 4pm on 6 July
- The Sandringham Pub will be holding a family fun day, Saturday 22 June

Cllr Biggin reminded members about C in the Park on Sunday 23 June and Heathfest on 6 July. In addition, Cllr Biggin explained the Community History and Arts Project (CHAP). CHAP will also have a presence at C in the Park.

**Chairman:**

**Date:**

# Payable Invoice Detail

## Downend & Bromley Heath Parish Council For the period 1 June 2019 to 30 June 2019

DESCRIPTION	QUANTITY	VAT	GROSS	INVOICE TOTAL
<b>Above &amp; Beyond</b>				
Donation towards chairs at the Chemotherapy day Unit, Bristol Haematology and Oncology centre	1	-	214.00	214.00
<b>Total Above &amp; Beyond</b>	<b>1</b>	<b>-</b>	<b>214.00</b>	
<b>Angela Hocking</b>				
Expenses incurred, month 3	1	-	14.64	14.64
<b>Total Angela Hocking</b>	<b>1</b>	<b>-</b>	<b>14.64</b>	
<b>Avon Local Councils' Association</b>				
At Your Place training course - Being a Good Councillor - held on 30 May 2019	1	-	200.00	200.00
<b>Total Avon Local Councils' Association</b>	<b>1</b>	<b>-</b>	<b>200.00</b>	
<b>Avon Pension Fund</b>				
Monthly employer and employee payment to the Avon Pension Fund, Bath & North East Somerset Council	1	-	801.61	801.61
<b>Total Avon Pension Fund</b>	<b>1</b>	<b>-</b>	<b>801.61</b>	
<b>Badminton Road Methodist Church</b>				
Room hire for Council meetings and training	1	-	95.00	95.00
<b>Total Badminton Road Methodist Church</b>	<b>1</b>	<b>-</b>	<b>95.00</b>	
<b>Downend &amp; Bromley Heath Parish Council</b>				
Salary, month 3, Clerk to the Council	1	-	2,419.78	2,419.78
<b>Total Downend &amp; Bromley Heath Parish Council</b>	<b>1</b>	<b>-</b>	<b>2,419.78</b>	
<b>Downend Men in Sheds</b>				
Repairs to field gate entrance at Badminton Road Playing Fields	1	-	25.53	25.53
<b>Total Downend Men in Sheds</b>	<b>1</b>	<b>-</b>	<b>25.53</b>	
<b>Fiona J Thornton</b>				
Internal audit charge	1	-	100.00	100.00
<b>Total Fiona J Thornton</b>	<b>1</b>	<b>-</b>	<b>100.00</b>	
<b>Google</b>				
Monthly subscription	1	-	57.96	57.96
<b>Total Google</b>	<b>1</b>	<b>-</b>	<b>57.96</b>	
<b>HMRC</b>				
Quarter 1 Tax/NI payment to HMRC	1	-	3,346.32	3,346.32
<b>Total HMRC</b>	<b>1</b>	<b>-</b>	<b>3,346.32</b>	
<b>Ignite Youth Group</b>				
Donation towards youth camp	447	-	447.00	447.00
<b>Total Ignite Youth Group</b>	<b>447</b>	<b>-</b>	<b>447.00</b>	

DESCRIPTION	QUANTITY	VAT	GROSS	INVOICE TOTAL
<b>Insightly</b>				
Annual subscription to Insightly CRM	1	-	277.70	277.70
<b>Total Insightly</b>	<b>1</b>	<b>-</b>	<b>277.70</b>	
<b>Konica Minolta</b>				
Copying and printing costs	1	22.81	136.85	136.85
Flat rate period charge for copier	1	6.20	37.19	37.19
<b>Total Konica Minolta</b>	<b>2</b>	<b>29.01</b>	<b>174.04</b>	
<b>Lock Stuck and Barrels</b>				
Lock repairs to changing room door, Badminton Road pavilion	1	11.00	66.00	66.00
<b>Total Lock Stuck and Barrels</b>	<b>1</b>	<b>11.00</b>	<b>66.00</b>	
<b>MS Therapy Centre</b>				
Donation towards oxygen equipment	1	-	250.00	250.00
<b>Total MS Therapy Centre</b>	<b>1</b>	<b>-</b>	<b>250.00</b>	
<b>National Security Group</b>				
Unlocking / locking King George V car park, 1st-31st May 2019	31	40.30	241.80	280.80
Call out on 5th May to un/lock gates at Bromley Heath Playing Fields for Downend Flyers	1	6.50	39.00	280.80
<b>Total National Security Group</b>	<b>32</b>	<b>46.80</b>	<b>280.80</b>	
<b>Network EQ Ltd</b>				
Ultimate hosting - downendbromleyheath.org (01/07/2019 - 30/06/2020)	1	26.40	158.40	158.40
<b>Total Network EQ Ltd</b>	<b>1</b>	<b>26.40</b>	<b>158.40</b>	
<b>OpenPlay</b>				
Venue booking system for playing fields, Gold package, annual licence with 10% discount (Feb 2019 -Feb 2020)	1	518.40	3,110.40	3,110.40
<b>Total OpenPlay</b>	<b>1</b>	<b>518.40</b>	<b>3,110.40</b>	
<b>Prestige Grounds Ltd</b>				
General maintenance duties, bin emptying, Suez bin and Sunday cricket wickets	1	382.40	2,294.42	2,294.42
<b>Total Prestige Grounds Ltd</b>	<b>1</b>	<b>382.40</b>	<b>2,294.42</b>	
<b>South Gloucestershire Council</b>				
Localism service charges for dog waste bin collections April - June 2019	1	227.08	1,362.46	3,416.08
Localism service charges for grass cutting April - June 2019	1	342.27	2,053.62	3,416.08
Installation of 14 new litter bins and 1 bench	1	608.45	3,650.70	3,650.70
Tenancy at Will - Downend Library. Quarterly rent.	1	-	875.00	875.00
<b>Total South Gloucestershire Council</b>	<b>4</b>	<b>1,177.80</b>	<b>7,941.78</b>	
<b>T Webb Window Cleaning</b>				
Monthly cleaning of bus shelters and notice boards	1	-	317.00	317.00
Annual spring clean of bus shelters and notice boards	1	-	939.00	939.00
<b>Total T Webb Window Cleaning</b>	<b>2</b>	<b>-</b>	<b>1,256.00</b>	
<b>Voice News &amp; Media Limited</b>				
Monthly newsletter article	1	32.00	192.00	192.00
<b>Total Voice News &amp; Media Limited</b>	<b>1</b>	<b>32.00</b>	<b>192.00</b>	
<b>West Mercia Energy</b>				
Electricity supply and charges, April 2019, Bromley Heath pavilion	1	0.82	17.26	17.26

Payable Invoice Detail

DESCRIPTION	QUANTITY	VAT	GROSS	INVOICE TOTAL
Charges for electricity supply May 2019, Bromley Heath Sports Pavilion	1	0.35	7.37	7.37
<b>Total West Mercia Energy</b>	<b>2</b>	<b>1.17</b>	<b>24.63</b>	
Total	506	2,224.98	23,748.01	