

DOWNEND & BROMLEY HEATH PARISH COUNCIL

**MINUTES OF MEETING HELD AT
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL
THURSDAY 18 JULY 2019**

Present:

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

Officer: Angela Hocking.

Public: 2 members of the public.

176.1 WELCOME - Cllr Biggin welcomed everyone to the meeting.

176.2 APOLOGIES - Received from Cllr James Griffiths.

176.3 DECLARATIONS OF INTEREST

Cllrs Colin Ogden, Sharon Herniman and Phil Abbott in relation to the Friends of Bromley Heath Park.

176.4 ITEMS FROM THE PUBLIC

Resident brought to light the disrepair of the wall at Cleeve Wood and the vegetation which is taking over the area (article 176.17 below refers).

Members were advised about a talk at Lincombe Barn on 4 August and the date of the next Community Engagement Forum, being 10 September at Emersons Green.

176.5 ITEMS FROM THE POLICE - No report.

176.6 APPROVE MINUTES OF MEETING HELD ON 20 JUNE 2019

RESOLVED that the Minutes of the meeting held on 20 June be approved and signed as a true and accurate record.

176.7 MATTERS ARISING AND ONGOING ISSUES

Page 2 – No further updates from South Glos Council in relation to moving of the tree trunks. However, Prestige have been speaking to the company carrying out renovations to the synthetic pitch at Downend School who potentially have suitable equipment on site and may be able to assist.

Page 2 - Tommy will soon be fixed to the Sainsbury's wall. When done, the size of planter and poppies can be sourced.

Page 3 - Payment for the Christmas lighting, as agreed with South Gloucestershire Council, has now been made for £600 exc. VAT.

Page 3 – Downend Men in Sheds will shortly be carrying out works to secure the gates at the Sandringham Avenue entrance to the playing fields, which will provide a solution until new gates are investigated with the new pavilion project.

Page 5 – Meeting arranged with Portable Building Sales for 24 July to move the pavilion project forward.

Page 6 – Defibrillator at Badminton Road Methodist Church has been installed. Once a guardian is appointed the defib can be made 'live'.

Page 7 – Christmas lighting – Following a request from D&BH in Bloom to have the lighting in the trees turned on during the summer, Clerk has contacted SGC. It appears that the catenary cables attached to the lighting columns should have been taken down after Christmas as this causes too much load on the lighting columns. Without removing these means that the Christmas lights become a permanent installation and involves other implications as the lighting columns were not designed for this type of use.

Blachere Illumination confirm that removal of the power cables and cat wires is possible with them being placed securely in the trees. The cables would be left in a way that they will be easy to install again at Christmas. However, this will involve a cost of £1485 plus VAT and will obviously mean that the lights cannot be switched on at different times of the year, despite the lights remaining in the trees themselves (as authorised by South Glos Tree Officer). As recommended by F&GP Committee, Clerk has asked SGC if they would be prepared to quote to remove the cables but they have declined.

AGREED to make enquiries with SGC Planning Department as to whether it will be possible to make the lighting a permanent installation if Planning Permission were to be granted.

Downend & Bromley Heath in Bloom grant - One of the eligibility criteria and conditions attached to grants is that the applying organisation must provide copies of certified / audited / most recent accounts. As such members requested, as with other organisations applying for grants, that In Bloom provide D&BH PC with detailed itemised accounts at the year end. This will ensure transparency and the Parish Council being able to demonstrate how the grant funding is specifically spent.

AGREED to request details of accounts from D&BH in Bloom, all as detailed above.

Pole near Mezza – SGC have inspected the post by the Mezza and there is no sign that it has been hit by a vehicle, but it seems that the weight of the planters may be causing it to bend. In Bloom state that the pole has never been straight since the installation by South Glos Council.

NOTED that SGC (Martyn Cox) has inspected the pole and has confirmed that it does not pose a danger.

176.8 URGENT ACTIONS

Due to vandalism, defibrillator repairs to the Badminton Road pavilion have had to be made by South Glos Council. **NOTED.**

In April, D&BH PC was approached by SIS UK Ltd to request access through the Badminton Road Playing Fields in order that they may carry out the refurbishment of the Downend School synthetic pitch. Following discussions with the Chair and Prestige Grounds, an agreed route was sent to the contractors, who hoped to start work by the middle of May. Nothing further was heard either from SIS or Downend School. It transpires that the contractors arrived to start work on 8 July without our knowledge. They were unable to gain access as they did not have a key so cut off two of the newly installed padlocks. In addition, the agreed route through the playing fields had not been adhered to. Subsequent meetings with the Clerk and discussions with Prestige have now ensured the fencing and trackway has been moved, at a significant cost to the contractor. Clerk has also recharged the cost of the padlocks. Equipment has been positioned on pitch 3 which has resulted in the pre-season friendlies having to be cancelled. Prestige have marked the pitch in the hope that all materials are moved to try and retain the condition of this pitch prior to the start of the football season. However, this appears unlikely so matches may not be able to be played throughout September on pitch 3.

The Parish Council's insurers have been informed of the project. Clerk has written to Downend School expressing our disappointment at the lack of communication from them. Had an intended start date been provided, a key to the facility would have been forthcoming, and an article placed in Downend Voice to alert residents and apologise in advance for any inconvenience. Ann Duff, CSET Governance & Partnerships Lead, has subsequently telephoned the clerk apologising profusely. It seems that apart from the initial email from SIS, communication with D&BH Parish Council had been completely overlooked. The Friends group has also written to Ann Duff. **NOTED.**

176.9 FINANCE & GENERAL PURPOSES

- (i) **Payment of accounts** – Authorisation for payment of accounts, as detailed in Appendix 1, was **AGREED, in addition to payments to Tim Webb for £317 and South Glos Bus & Coach for £232.58.**
- (ii) **Account balances** - The total balance of all accounts as at 15 July 2019 stands at £740,689.96. **Noted.**
- (iii) Recommendations from Committee meeting held on 12 July:
 - Chair for parish office – Cllr Biggin has contacted Ergochair Ltd in Yate who have agreed to provide a chair, charged at a minimal amount, so that any remaining budget can be put towards another defibrillator. **NOTED.**

- Reinstatement works at North Street, where the Tommy silhouette was sited – SGC have provided a quotation to remove the baseplate and foundation and restate with a sub base at a cost of £647.55 exc. VAT. However, members of In Bloom have removed the baseplate anyway and made good the area. SGC (Martyn Cox) is aware of the situation and Clerk is in communication with SGC about the way forward.

NOTED.

- Terms of Reference – Circulated and **AGREED.**
- Training – Cllr Abbott will be attending ‘Good Councillor Training’ with Emersons Green Town Council at a cost of £20-30 per councillor.
- Grant application – One application received from St Peter’s Hospice for £400 towards the cost of Alaris Pumps, which was **AGREED.**
- Three quotations have been sought for path repairs in two specific areas at King George V Playing Fields. Before the work can commence, Prestige Grounds will cut back the grass along the path. A quotation has now been received to do this at £150.

Prices for the tarmac works have been received as follows:-

- Chris Belcher £1950.00 exc VAT
- South Glos Council £1124.74 exc VAT
- Greentrees Surfacing £1850.00 exc VAT

RESOLVED that Prestige Grounds cut back the grass along the pathway and the quotation for £150 is accepted.

RESOLVED to accept the quotation from South Gloucestershire Council, as detailed. Work to commence after the grass has been cut back.

- Business rates – Goodman Nash have approached the Council stating that they can recover business rates for the pavilions. With initial scepticism, Clerk contacted Dodington Parish Council who used this company, who could only speak positively of the whole experience. They received a substantial refund and now pay zero rates. Clerk has contacted ALCA for further advice.
- NSG Callout – Clerk has invoiced Downend Flyers for the call out by NSG on 5 May. It transpires that the parents had told the security group not to attend, but they did anyway due to receipt of a call. F&GP recommend to Council that the invoice totalling £32.50 is waived on this occasion. **AGREED.**
- Bikeability – SGC wish to use Bromley Heath Park for Bikeability training (specifically the tennis courts). F&GP recommend that no charges are made. **AGREED.**
- Charges for use of the playing fields have been updated. However, F&GP recommend that charges for events and tennis remain unaltered. **AGREED.**
- Invoices for payment in August – **AGREED** that these are settled by the clerk, reporting back to full Council in September.

- Insightly – A bank charge has been incurred for this international payment of £7.65.
NOTED.
- Draft Funding Strategy Statement from the Avon Pension Fund received and **NOTED.**
- Bank Accounts at Lloyds – The current bank mandate is for any 2 out of 5 signatories to sign on the account, in addition to the clerk. This can be amended to more signatories if considered appropriate.
AGREED to add Cllr Colin Ogden as a bank signatory.

176.10 PLANNING COMMITTEE

Decisions made at the meetings held on 2 and 16 July were duly noted and **AGREED.**

176.11 WORKING GROUP REPORTS & PROPOSALS:

SPORTS PITCHES WORKING GROUP:

- A user of the playing fields has reported being bitten by a Tick, apparently at King George V. Clerk has reported this to Prestige who confirm that there is nothing that can be done or sprayed to prevent this. **NOTED.**
- Downend Men in Sheds report that the electric cooker in the Bromley Heath pavilion is very dirty and is far beyond use. They ask if this can be disposed of.
AGREED. Clerk to contact NRB Electrical Contractors to obtain a cost to do this.
- Cllr Ottewell proposed a visit to the Badminton Road pavilion so members can have a look round.
AGREED to meet at the pavilion on 22 July, 10am-11am.
- SGC have carried out their management quarterly inspection of the skate park. They found that the encroaching vegetation has reached a point where they cannot complete a full inspection because they are unable to access all sides of the ramps. There are also brambles coming through at a child face level along the other two fence lines. Quotation from Prestige to implement the works required has been received at £50.
AGREED to accept the quotation from Prestige Grounds to carry out the maintenance required, as detailed above, for £50.
Cllr Burton proposed that Cllr Pitts' discussion paper is reviewed by the working group after the meeting with Portable Building Sales on 24 July.
AGREED to review the discussion paper in due course.
- CO-OP CAR PARK CONSULTATION – Nothing further to report.
- CHRISTMAS SINGALONG – Martyn Poole is keen to progress another singalong and agreement has been reached with Badminton Road Methodist Church to hold the event on Friday 13 December within the car park, and to have use of the kitchen facilities. They have also agreed that if wet, the singalong can be held within the Church itself. The Church will be free from 2pm for access. A price for a sound system is being investigated and volunteers were requested. An

initial meeting is requested during August with members of the Church, Parish Council Working Group and Martyn Poole.

AGREED to form a working group with Cllr Woodburn, Cllr Herniman and Cllr Pitts.

176.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing –**
 - **To discuss youth provision in the parish – see 176.11.**
- ii. **Councillors to consider any other matters to be added to working groups or to be monitored by the clerk - no report.**

176.13 SOUTH GLOUCESTERSHIRE COUNCIL

Congratulations to Councillor Janet Biggin who was given the title of Honorary Alderman in recognition of her service as a past member of South Glos Council.

Cllr Burton confirmed that cutting back of the trees at the entrance to Lincombe Barn should be carried out in the next few days. In addition, SGC is implementing an Experimental Traffic Order restricting some vehicle movements at the Hambrook traffic lights. Representations can be made by the public.

Cllr Hunt clarified that the roadworks carried out by utility companies can be implemented without notice to the Council or residents. Streetcare try to liaise with utility companies when carrying out additional roadworks.

176.14 PROPOSAL FOR IDENTIFICATION OF NEW DUAL PURPOSE LITTER BINS

Cllr Phil Abbott provided a template for use on the new litter bins.

**AGREED to use the template, as detailed, on all the new dual purpose bins.
Costs incurred will be minimal (printing).**

AGREED - Clerk to make enquiries as to whether or not a cigarette stubber can be added to the litter bins.

176.15 CORRESPONDENCE

Clerk advised members that SGC's Streetcare team are consulting on two updates regarding waste:

- 1) Resource and Waste Strategy for 2020-2030
- 2) Updated supplementary planning document (SPD) for waste

176.16 REPORT BACK FROM TOWN & PARISH COUNCIL FORUM

Attended by Cllr Janet Biggin. The Woodlands Trust are looking for people to plant trees.

176.17 REPORT BACK FROM COMMUNITY ENGAGEMENT FORUM

Chair of the CEF has approached the clerk about Cleeve Wood. Comments brought to light at the meeting include:

- The area is generally untidy and overgrown
- The wall has fallen down in two places
- There is a significant amount of large brambles covering the wall on the boundary of the garage in particular
- When you turn into Cleeve Wood Road towards the traffic lights, it is impossible to see if you are travelling in a normal vehicle (not the case for lorries etc)
- The traffic light is in danger of being obscured by a tree

Clerk has contacted Streetcare about removal of the vegetation. However, ownership of this land has always been a grey area which is why no maintenance is carried out by South Glos Council. In 2016, SGC and D&BH PC liaised on having part of the wall rebuilt, each paying 50% of the costs incurred. The remaining wall is believed to be private land on one side and SGC highway on the other. In such circumstances, SGC would normally consider the wall to be privately owned and to be the responsibility of that private owner.

AGREED to further investigate the above.

176.18 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS

- Cllr Pitts attended the Staple Hill Community Engagement Forum.
- Cllr Herniman advised that Heathfest was a huge success and raised over £4,000. After deduction of overheads, approximately £2,500 will be given to charities. Date for Heathfest 2020 will be 4 July.
- Cllr Ogden reported an increasing amount of grass around the edge of the pathways and drains in the Queensholm/Greenleaze areas. **ACTION - Clerk to report.**
- Cllr Ogden also queried that 2 drain/sewerage covers may have been covered over with the newly installed path at Bromley Heath.
- Cllr Baker raised concerns at litter being chewed up in the machinery when SGC cut the grass.
- Cllr Burton suggested that the Downend Round Table provide a more substantial donation to the Friends of King George V in relation to the annual fireworks event and suggested a sum of £1500 towards planting. **NOTED.**
- Cllr Biggin has attended a workshop for CHAPS and the AGM of Kingswood Community Transport. Cllr Biggin is also trying to get a 'sharps box' for use by the Downend Litter Busters.

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

Payable Invoice Detail

DESCRIPTION	QUANTITY	VAT	GROSS	INVOICE TOTAL
Insightly				
Annual subscription to insightly CRM	1		277.70	277.70
Total Insightly	1	-	277.70	
Konica Minolta				
Copying and printing costs	1	22.81	136.85	136.85
Flat rate period charge for copier	1	6.20	37.19	37.19
Total Konica Minolta	2	29.01	174.04	
Lock Stuck and Barrels				
Lock repairs to changing room door, Badminton Road pavilion	1	11.00	66.00	66.00
Total Lock Stuck and Barrels	1	11.00	66.00	
MS Therapy Centre				
Donation towards oxygen equipment	1	-	250.00	250.00
Total MS Therapy Centre	1	-	250.00	
National Security Group				
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
Total National Security Group	32	46.80	280.80	
Network EQ Ltd				
Ultimate hosting - downendbromleyheath.org (01/07/2019 - 30/06/2020)	1	26.40	158.40	158.40
Total Network EQ Ltd	1	26.40	158.40	
OpenPlay				
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
Total OpenPlay	1	518.40	3,110.40	
Prestige Grounds Ltd				
General maintenance duties, bin emptying, Suez bin and Sunday cricket wickets	1	382.40	2,294.42	2,294.42
Total Prestige Grounds Ltd	1	382.40	2,294.42	
South Gloucestershire Council				
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
Total South Gloucestershire Council	4	1,177.80	7,941.78	
T Webb Window Cleaning				
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
Total T Webb Window Cleaning	2	-	1,256.00	
Voice News & Media Limited				
Monthly newsletter article	1	32.00	192.00	192.00
Total Voice News & Media Limited	1	32.00	192.00	
West Mercia Energy				
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
Total West Mercia Energy	2	1.17	24.63	
Total	506	2,224.98	23,748.01	

JB