

## DOWNEND & BROMLEY HEATH PARISH COUNCIL

### MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 16 JANUARY 2020

#### **Present:**

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

Officer: Angela Hocking.

Police: PCSO Josh Cryer and PCSO Sarah Birth

**180.1 WELCOME** – Councillor Biggin welcomed members.

**180.2 APOLOGIES** - Received from PC Chris Fewell.

#### **180.3 DECLARATIONS OF INTEREST**

Received from Cllr Abbott, Cllr Herniman and Cllr Ogden in relation to Bromley Heath Park.  
Also received from Cllr Ogden as Chair of Downend Men in Sheds.

**180.4 ITEMS FROM THE PUBLIC** - None received.

#### **180.5 ITEMS FROM THE POLICE**

The Police have been working with the landlord of the Horseshoe Pub in Downend regarding a drugs issue. They have been carrying out regular licensing checks at licensed premises across Downend, Staple Hill and Kingswood which includes taking swabs and testing for drugs in pub toilets. These are carried out at random and serve as a deterrent in themselves. The landlord of the Horseshoe has carried out a number of actions to reduce the issues which, as a result of such interventions, has had a positive impact on the problem.

There was generally good feedback about the area, although one issue highlighted was an increase in cold callers.

**AGREED to include an article about this in a future Downend Voice.**

**AGREED to communicate with SGC about the distribution of 'The Little Book of Big Scams'.**

#### **180.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14 DECEMBER 2019**

**RESOLVED that the Minutes of the Council meeting held on 16 December 2019 be approved and signed as a true and accurate record.**

#### **180.7 MATTERS ARISING AND ONGOING ISSUES**

Page 2 - CCTV - Downend Voice have asked if the Parish Council would like to give a statement urging residents to support it and why. As SGC are in the early stages of drafting the consultation paper, which has not as yet been finalised,

**AGREED that it is too early to make a press release at this time, but to wait until more is heard as the project develops.**

Page 2 – Prestige Grounds have provided a quotation to supply and install 7 posts and remove existing posts around the King George V car park, totalling £350 + VAT. Landlords consent has been received.

**AGREED to accept the quotation from Prestige Grounds, as detailed.**

## **180.8 URGENT ACTIONS**

The chain link fencing at King George V Playing Fields (behind the zip wire) has broken and is in need of replacement. It seems the main reason for this is due to the undergrowth on the cemetery side. Clerk has obtained a quotation from Wyatt Fencing Services in the sum of £1,751.36 to clear the undergrowth and replace the fencing, as existing. Clerk has also contacted SGC, who manage the cemetery, to ask if they could contribute towards the cost of this project. Response awaited. **NOTED.**

## **180.9 FINANCE & GENERAL PURPOSES**

- i. **Payment of accounts** – The accounts for payment were circulated to members.

**RESOLVED to authorise all payments, as detailed in Appendix 1.**

- ii. **Account balances** – The total balance of all accounts as at 9 January 2020 = £812,077.61.
- iii. **Recommendations from Committee meeting held on 8 January**

The following matters were recommended by the F&GP Committee:-

- **ACCOUNTS OF LOCAL GROUPS** – The committee viewed the accounts for both Downend Men in Sheds and Downend & Bromley Heath in Bloom. In Bloom confirm that they are now striving to be as environmentally friendly as possible with their projects and are at capacity with the planting scheme in Downend. They agree that they will have to wait until the new pavilion is under construction before a dedicated electricity supply can be installed to the containers. Options are being explored for working safely outdoors as the link structure between the containers is not permitted. The cladding proposed for the containers is recycled wood, 50mm thick, with the facing surface planned prior to fitment. It is proposed to treat this with a good quality wood preserver.

**RESOLVED to accept this type of cladding as the preferred option for the containers, rather than the feather board originally specified. Landlords consent has been obtained for this project.**

- **APPLICATIONS FOR DONATIONS** –
  - JIGSAW Thornbury request a donation to deliver a mental health and resilience programme in both Christ Church and St Augustines Schools, Downend. Full cost of the project is £3,700
  - Badminton Road Methodist Church request £489 towards the purchase and installation of an electric cooker for the kitchen.

**AGREED to award £500 to JIGSAW and £189 to Badminton Road Methodist Church.**

- **HSBC ACCOUNT** – Now that a ‘live feed’ can be accessed via Xero for the HSBC account, in order to access the account online moving forward, documentation has had to be set up with HSBC. Signatories as per Lloyds accounts, ie, Cllrs Mike Baker, Janet Biggin, Ben Burton, Sharon Herniman, Colin Ogden, Sheila Ottewell and Angela Hocking. HSBC to accept instructions signed by three signatories of which one must always be Angela Hocking as Clerk.

**RESOLVED to accept the recommendation made by the Finance & General Purposes Committee at its meeting on 8 January.**

- **TOWN & PARISH COUNCIL FORUM** are looking into a dedicated website which may cost the Council £10 per year, depending upon funding. **NOTED.**

- ROOM HIRE CHARGES are increasing by £1 or £2 per hour (depending on the room) at Badminton Road Methodist Church. **NOTED.**
- CYBER PACKAGE – This insurance policy is due for renewal at £319.20.

**AGREED to authorise this payment.**

**AGREED to explore the GDPR training available with this package.**

- LOCAL COUNCIL AWARD SCHEME – The Foundation Award for D&BH PC is due for re-accreditation in March. The different levels were discussed.

**AGREED to continue with reaccreditation at Foundation level.**

- CHRISTMAS SING-ALONG – Due to the cost of the event, F&GP felt that Full Council should debate whether or not to continue with this in 2020. It will require a dedicated team to ensure the smooth running of such an event.

**AGREED that the 2019 working group (including Martyn Poole) discuss the viability of a Singalong in 2020 and report back to Full Council in February.**

- CHRISTMAS LIGHTING – Many compliments have been received about the lights in the living trees throughout the High Street and Clerk is attempting to explore options for connections of the lighting in 2020. Chris Boulton has volunteered to liaise with the shopkeepers to help the project move forward. **NOTED.**

However, the solar lights do not seem to have been enjoyed in the same way and cost £5,290 each year.

**AGREED to circulate once again the date of the meeting with the Thornbury Christmas Lighting Association. As a result of this meeting, and confirmation as to whether or not a similar scheme can work in Downend, then a decision can be made on the solar lighting.**

Other alternatives were discussed including coloured solar lights. However, if the solar lights are not installed in 2020, additional lights may be required in the darker areas, ie, by Downend Cricket Ground.

## **180.10 PLANNING COMMITTEE**

Minutes of the meetings held on 17 December and 7 January were duly **noted.**

**AGREED to place an article in Downend Voice making people aware of the Planning Committee meetings and giving parishioners an opportunity to put forward their views.**

## **180.11 WORKING GROUP REPORTS**

### **i. Sports Pitches Working Group (SPWG)**

- F&GP considered the idea of having dog bag dispensers at the playing fields. Costs are £79 for one dispenser and approx. 3p for each bag. Having made some enquiries, it appears that people take advantage of the bags and some establishments are paying thousands of pounds each year for the bags. **NOTED.**

- The Friends of Page Park stated that the most common complaint they receive is the amount of dog faeces lying around. A solution being considered is the 'Pooper Snooper App'. Clerk has circulated details to the Friends Groups.
- Proposal has been received once again for a funfair at King George V from 5-12 June. This could interfere with two weekends of cricket.

**AGREED not to hold a funfair at King George V Playing Fields in 2020.**

- A resident of Sutherland Avenue has been granted planning permission to extend their property at the rear. 13 years ago, they say they were granted access to their back garden through the playing fields car park by South Glos Council. They are unable to provide the paperwork to support this but say SGC would allow them a key (for a fee) to the main gates and give permission for the builder to use the playing fields as access while their garden is being renovated. They now make a similar request for their builder to enter the garden from the rear to get a small digger in and remove rubble, which means taking down part of their back fence and using the car park as access in and out.

**AGREED to revert this back to South Gloucestershire Council as Landlords for the site.**

- ii. **Bromley Heath Pavilion Refurbishment sub group** – A report and draft design for the pavilion was circulated with a request it is put to SGC for approval. After discussion

**AGREED that the sub-group make contact with the user groups of the Bromley Heath site to establish their needs.**

- iii. **Co-op Car Park Consultation** - A meeting has been arranged with the Clerk, Michael Barns (SGC Parking Manager) and Adam Martin (Asset Manager, London & Cambridge Properties) at 10.30am on Monday 3 February in the Parish Office. Discussions will focus on previous discussions/consultations and how best to move forward with proposals for the Co-op car park. Members were invited to attend.

- iv. **Downend Round Table Fireworks** – DRT feel that attendance at business meetings of the Round Table would not be appropriate. The preferred alternative would be for one of their members to attend Parish Council meetings with ad-hoc meetings arranged as needed. It is reported that fireworks 2019 made a fairly significant loss due to a reduction in attendance. DRT are looking at avenues to either reduce costs or increase revenue. They have agreed an outline approach and timeline and will flesh that out at their next meeting. They will also start looking at sponsors and charity partners. **Noted.**

- v. **Community History and Arts Project (CHAP)** would like to host a VE Day event. It has become apparent that the British Legion is hosting an event at Page Park and it therefore seems sensible to have a joint event. **AGREED.**

**180.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES**

- i. **Councillors to decide if any matters need referring to working groups or objectives need changing** - Cllr Abbott circulated details of a company who may be able to help with regard to upgrading the website in view of the Website Accessibility Regulations coming into force in September. Clerk has also now spoken to our existing website provider as it appears she is making the necessary changes for a neighbouring parish council. The costs have been calculated for their site at around £600 and it is felt that D&BH PC's site would be of a similar figure.

**AGREED that the clerk and Councillor Abbott will arrange a meeting with the MD of WA Designs to discuss further in person.**

- ii. **Councils to consider any other matters to be added to working groups or to be monitored by the Clerk – none.**

#### **180.13 SOUTH GLOUCESTERSHIRE COUNCIL**

Members reported that Woodside Road is being resurfaced next month. In addition the Council Tax Bases have been approved.

**180.14 CONFIDENTIAL ITEM: RESOLVED that in view of the special confidential nature of the business about to be transacted, it is advisable in the public interest that the public/press be temporarily excluded and they are instructed to withdraw.**

The annual appraisal of the Clerk was carried out with Chair and Vice Chair and the notes circulated to members for review.

**RESOLVED that the Clerk to Downend & Bromley Heath Parish Council is appointed to SCP 40 with effect from April 2020.**

Avon Pension Fund - The Fund and the Clerk have consulted since the submission made before Christmas. An alternative percentage rate has been suggested, rather than the 2% default response, noting that this decision may negatively impact the results of the next valuation.

**AGREED to amend the response to the Avon Pension Fund to 3.9%.**

#### **180.15 NOMINATIONS FOR PARISH CHAMPIONS 2020**

A final decision on Parish Champions will be made at February's Council meeting, in addition to the format of the meeting.

#### **180.16 CORRESPONDENCE**

- i. **Downend Waiting Restriction Review** – SGC is currently in the middle of phase 1 of the Downend Waiting Restriction Review. Proposed drawings for phase 2 of the review were shown to members and comments invited.
- ii. **A4017 Bromley Heath Road/Cleeve Wood Road - Cycle Safety Scheme** - It is proposed to introduce a 2m wide green High friction Surfacing strip with cycle symbols for a length of 66m along the northbound side of the Bromley Heath Road, to make motor vehicles aware of cyclists crossing the junction's entrances/exits of Cleeve Wood Road. In addition, a proposed hatched area on the slip road of Cleeve Wood Road from Bromley Heath road to reduce the width of the carriageway.
- iii. **Community Engagement Forum** - The next CEF is scheduled for Thursday 30 January at Badminton Road Methodist Church, 7pm. A representative of the Air Ambulance will give a short talk about their work. Cllrs Abbott, Herniman and Pitts are the Parish Council representatives.

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

Cllr Pitts suggested members to write 2020 in full, as the shortened version of '20' can be altered.

Cllr Abbott queried the new street lighting at Queensholm Drive.

Cllr Ogden raised concerns about the usage of the no. 5 bus.

Cllr Biggin confirmed the visit of the fair trade coffee producer.

**Chairman**

**Date**

# Payable Invoice Detail

**Downend & Bromley Heath Parish Council**  
**For the period 19 December 2019 to 31 January 2020**

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS
<b>AED Locator (EU) Ltd</b>				
Replacement battery/pad-pak for defibrillator at Michael Nicholas (due to expiry date)	1	108.9000	21.78	130.68
<b>Total AED Locator (EU) Ltd</b>	<b>1</b>		<b>21.78</b>	<b>130.68</b>
<b>Alide Hire Services</b>				
Hire of 8 x crowd control barriers around Christmas tree, 1-31 December 2019	1	161.9200	32.38	194.30
Ongoing hire and collection of crowd control barriers around Christmas tree outside The Horseshoe Pub, Downend	1	71.2400	14.25	85.49
<b>Total Alide Hire Services</b>	<b>2</b>		<b>46.63</b>	<b>279.79</b>
<b>Angela Hocking</b>				
Monthly clerk's expenses	1	18.1700	-	18.17
<b>Total Angela Hocking</b>	<b>1</b>		<b>-</b>	<b>18.17</b>
<b>Avon Pension Fund</b>				
Monthly employee / employer contribution to the pension fund, month 10	1	801.6100	-	801.61
<b>Total Avon Pension Fund</b>	<b>1</b>		<b>-</b>	<b>801.61</b>
<b>Banner</b>				
Stationery purchase	1	9.5900	1.92	11.51
<b>Total Banner</b>	<b>1</b>		<b>1.92</b>	<b>11.51</b>
<b>Blachere Illumination UK Ltd</b>				
Installing and removing 10 sets of lights to real tree and electrical connection, December 2019/January 2020	1	2,455.2500	491.05	2,946.30
Testing of 10 x dressed living trees from installation in 2018	1	537.6200	107.52	645.14
Call our charges x 2 for vandalism to Christmas tree lights	1	549.7000	109.94	659.64
<b>Total Blachere Illumination UK Ltd</b>	<b>3</b>		<b>708.51</b>	<b>4,251.08</b>
<b>Came &amp; Co</b>				
Cyber package insurance renewal, including insurance premium tax	1	319.2000	-	319.20
<b>Total Came &amp; Co</b>	<b>1</b>		<b>-</b>	<b>319.20</b>
<b>Downend &amp; Bromley Heath Parish Council</b>				
Monthly salaries	1	2,419.7800	-	2,419.78
<b>Total Downend &amp; Bromley Heath Parish Council</b>	<b>1</b>		<b>-</b>	<b>2,419.78</b>
<b>Google</b>				
Google Cloud - G Suite subscription 1-31 Dec. 2019	1	57.9600	-	57.96
<b>Total Google</b>	<b>1</b>		<b>-</b>	<b>57.96</b>
<b>Google Play</b>				
Monthly subscription 1 TB Google Drive	1	6.6600	1.33	7.99
<b>Total Google Play</b>	<b>1</b>		<b>1.33</b>	<b>7.99</b>

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS
<b>J Biggin</b>				
Councillor reimbursement for Christmas refreshments	1	5	-	5.00
<b>Total J Biggin</b>	<b>1</b>		<b>-</b>	<b>5.00</b>
<b>J Lettey</b>				
Reimbursement re. chafing fuel for Christmas Sing-Along	1	8.9900	1.80	10.79
<b>Total J Lettey</b>	<b>1</b>		<b>1.80</b>	<b>10.79</b>
<b>National Security Group</b>				
Unlocking/locking King George V car park October 2019	1	201.5000	40.30	241.80
Unlocking/locking King George V car park November 2019	1	195	39.00	234.00
Unlocking / locking King George V Car Park; 1-31 December 2019	1	201.5000	40.30	241.80
<b>Total National Security Group</b>	<b>3</b>		<b>119.60</b>	<b>717.60</b>
<b>Post Office Ltd</b>				
Purchase of stamps	1	24.1200	-	24.12
<b>Total Post Office Ltd</b>	<b>1</b>		<b>-</b>	<b>24.12</b>
<b>Prestige Grounds Ltd</b>				
Monthly grounds maintenance duties	1	1,884.5100	376.90	2,261.41
<b>Total Prestige Grounds Ltd</b>	<b>1</b>		<b>376.90</b>	<b>2,261.41</b>
<b>Spirolux</b>				
Hire of staging for Christmas Sing-Along	1	1075	215.00	1,290.00
<b>Total Spirolux</b>	<b>1</b>		<b>215.00</b>	<b>1,290.00</b>
<b>T Webb Window Cleaning</b>				
Monthly cleaning of bus shelters and notice boards	1	317	-	317.00
<b>Total T Webb Window Cleaning</b>	<b>1</b>		<b>-</b>	<b>317.00</b>
<b>The Juvenile Diabetes Research Foundation</b>				
Donation following takings at Christmas Sing-Along event	1	419.3500	-	419.35
<b>Total The Juvenile Diabetes Research Foundation</b>	<b>1</b>		<b>-</b>	<b>419.35</b>
<b>Voice News &amp; Media Limited</b>				
Full page advertisement in Downend Voice, January edition	1	160	32.00	192.00
<b>Total Voice News &amp; Media Limited</b>	<b>1</b>		<b>32.00</b>	<b>192.00</b>
<b>Water2business</b>				
Water services at the pavilion, Badminton Road, Downend for the period 20/06/19 - 24/12/19	1	103.9600	20.80	124.76
Sewerage services at the pavilion, Badminton Road, Downend for the period 20/06/19 - 24/12/19	1	204.9500	-	204.95
Water services for Bromley Heath pavilion for the period 29/06/19 - 31/12/19	1	155.5500	-	155.55
<b>Total Water2business</b>	<b>3</b>		<b>20.80</b>	<b>485.26</b>
<b>Wednesday Cafe</b>				
Grant towards keep fit sessions at Badminton Road Methodist Church	1	270	-	270.00
<b>Total Wednesday Cafe</b>	<b>1</b>		<b>-</b>	<b>270.00</b>
<b>West Mercia Energy</b>				
Electricity charges - Bromley Heath sports pavilion - November 2019	1	6.9300	0.35	7.28
Electricity charges for Badminton Road Sports Pavilion - November 2019	1	50.6800	2.53	53.21
<b>Total West Mercia Energy</b>	<b>2</b>		<b>2.88</b>	<b>60.49</b>

Payable Invoice Detail

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS
<b>Xero</b>				
Monthly subscription for accounting software	1	24	4.80	28.80
<b>Total Xero</b>	<b>1</b>		<b>4.80</b>	<b>28.80</b>
Total	31		1,553.95	14,379.59