

DOWNEND & BROMLEY HEATH PARISH COUNCIL
MINUTES OF ANNUAL MEETING HELD AT
BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL
THURSDAY 18 MAY 2023

Present:

Members: Councillors Phil Abbott, Janet Biggin, Ben Burton, James Griffiths, Matt Pitts, Raj Sood and Alvis West.

Officer: Angela Hocking.

Public: Four members of the public

Prior to the meeting, all members duly completed and signed a Declaration of Acceptance of Office, in addition to a GDPR Consent Form and Security Compliance Checklist.

ANNUAL BUSINESS

Sheila Ottewell, as the retiring Vice Chair, presided over the meeting until the successor was elected (item 212.1 refers.)

212.1 TO ELECT THE CHAIRMAN OF DOWNEND & BROMLEY HEATH PARISH COUNCIL FOR 2023/24

With no written nominations, Cllr Janet Biggin was nominated, seconded and elected unopposed.

RESOLVED: Cllr Janet Biggin will serve as Chair of Downend & Bromley Heath Parish Council for 2023/24.

212.2 TO RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Following acceptance and acknowledgement to Members, Cllr Biggin subsequently read and signed the Declaration of Acceptance of Office.

212.3 TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS

The clerk confirmed that the Council may co-opt to fill the two vacancies on Staple Hill Ward and three vacancies on Downend Ward. Notice to this effect will be placed in the upcoming edition of Downend Voice. To date, two expressions of interest have been received which were shared with members. Following discussions and a unanimous vote,

RESOLVED to appoint Jacky Dockerty as Parish Councillor for Downend Ward. The Declaration of Acceptance of Office was subsequently signed.

RESOLVED to appoint Mike Richards as Parish Councillor for Downend Ward. The Declaration of Acceptance of Office was subsequently signed.

212.4 TO DECIDE WHEN ANY DECLARATION OF ACCEPTANCE OF OFFICE AND WRITTEN UNDERTAKINGS TO OBSERVE THE CODE OF CONDUCT ADOPTED BY THE COUNCIL WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.

All Declarations had been duly signed and witnessed.

212.5 TO ELECT VICE-CHAIRMAN FOR 2023/24

Cllr Alvis West was nominated, seconded and elected unopposed.

RESOLVED: Cllr Alvis West is duly elected as Vice Chair of Downend & Bromley Heath Parish Council for 2023/24.

212.6 TO RECEIVE APOLOGIES FOR ABSENCE

None received.

212.7 THE LOCALISM ACT 2011:-

- i. **To receive Declarations of Interest** – Received from:
Cllr Ben Burton - Downend Saints FC; South Gloucestershire Council.
Cllr Raj Sood – South Gloucestershire Council
Cllr Phil Abbott – Website

Clerk reminded members to provide their completed Register of Interests to the Clerk by **Friday 26 May** so they can be forwarded to South Glos Council's Monitoring Officer within the appropriate timescales.

- ii. **The General Power of Competence** – Criteria for eligibility is that the Council must have a qualified Clerk and have an electoral mandate of at least two thirds. Following the recent elections, D&BH PC no longer meets the conditions to exercise the GPC. **NOTED.**

212.8 TO APPOINT REPRESENTATIVES TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

Members were appointed to the main committees and working groups and were asked to study the vacant positions, advising the Clerk should they wish to join other groups. See Appendix 1.

Two invitations were highlighted and **noted**:

- Fishponds and Downend Rotary Club are keen to work with local members and see if there are areas or issues where they can work with D&BH PC. They request a Councillor attends one of their future meetings.
- The Mangotsfield Festival will be held on 10 June 2023 and the Parish Council is asked if they would like a stall at the event. Cost £35.

212.9 TO RECEIVE INTERNAL AUDITOR'S REPORT

The reports received from Fiona Thornton were circulated to members.

AGREED to accept the reports, as detailed.

212.10 EXTERNAL AUDIT 2022/23

212.10.1 To approve Section 1, Annual Governance Statement - Members acknowledged responsibility for ensuring that there is a sound system of internal control and agreed to the statements contained within the Annual Governance Statement.

RESOLVED to approve the Annual Governance Statement 2022/23, Section 1.

212.10.2 To approve Section 2, Accounting Statements – Members certified that the Accounting Statements, Section 2, for the year ended 31 March 2023 present fairly the financial position of the Parish Council.

RESOLVED to approve the Accounting Statements 2022/23, Section 2.

212.10.3 To receive and approve additional year-end financial papers and documentation to accompany the Annual Governance and Accountability Return – The year-end accounts and documentation for submission to the External Auditors were presented to Council.

RESOLVED that the financial papers are approved.

Clerk confirmed that Notices for the Exercise of Electors Rights would be displayed on the parish website. Documentation signed by both the Chair of the meeting and the Clerk.

NORMAL BUSINESS

212.11 ITEMS FROM THE PUBLIC

Resident suggested that Council give consideration to inviting the Friends Groups to the next Annual Assembly and to hold the event on a separate evening to the Council meeting.

212.12 ITEMS FROM THE POLICE - No report.

212.13 APPROVE MINUTES OF MEETING HELD ON 16 MARCH 2023

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

212.14 MATTERS ARISING AND ONGOING ISSUES - No matters arising.

212.15 URGENT ACTIONS

It appears that on Saturday evening (13 May), someone cut the chain on the Sutherland Avenue entrance gates with an angle grinder to let a car out of the car park after the gates had been locked. Clerk has put a new padlock on the gates.

The Clerk asked members as to their preferred way of working. All members have their own Parish Council email address for GDPR.

AGREED that members would use their own devices for Parish Council communications. All members have signed a Security Compliance Checklist.

212.16 FINANCE & GENERAL PURPOSES

212.16.1 **Payment of accounts** - All payments authorised in accordance with Appendix 2.

212.16.2 **Account balances** - Total of all bank accounts as of 30 April 2023 is £1,192,671.01.
Noted.

212.16.3 **Recommendations from Committee meeting held on 13 April 2023 –**

- a) **VAT on sporting fees:** Having taken advice from DCK Accounting Solutions and The Parkinson Partnership (via ALCA), it is now confirmed that no VAT should be charged on bookings of the playing fields, even on a site that has opted to tax. **AGREED.**
- b) **VAT charges over the last four years:** It is suggested that clubs who have been charged VAT on their bookings may be able to reclaim this over the last four-year period, and indeed the Parish Council may wish to consider refunding this to the clubs in any case. DCK Accounting suggests that the VAT situation could be further complicated by the building of the new sports pavilion. As such a meeting at the Parish Office has been arranged with this company on 22 June to investigate the most appropriate way forward. The clerk requested other Councillors may wish to attend.
AGREED that Cllr Sood will attend.
- c) Information received from a resident in relation to a potential loan for the building of the new pavilion. **NOTED.**
- d) **Planning application:** The football and cricket teams now have keys to the containers for storage at King George V and Badminton Road Playing Fields. However, it is apparent that one container for the football teams will not be adequate to store the goals. One additional container will be required, without shelving. The clerk has spoken to the Chair of the Friends Group who has agreed a location (same one also proposed by SGC). Members were asked if they would be willing for a further planning application to be taken forward for the siting of one additional container. The clubs cannot clear the compound without this storage facility and as such no skip has been ordered to site. Cerda Planning, who were appointed to carry out other planning matters for the pavilion, have proposed a total fee of £1550.
AGREED to proceed with the planning application for an additional shipping container.
- e) **Hot water repairs:** The pavilion at KGV is not producing any hot water at present. New elements are required for the immersions. A quotation has been received for the parts and labour totalling £931.67 exc. VAT.
AGREED to leave the matter in abeyance for the time being as the football season will not start until September.
AGREED to open up conversations with Downend School to use the facilities at the sports centre, should this be required.
- f) **Access to playing fields:** Residents at Cleeve Lodge Road signed a Form of Indemnity for access to the rear of their property via the playing fields, for a rear extension to be built. Unfortunately, due to the extreme weather, some of the grass on the edges of the pathways and an area at the pinch point, has become very damaged. Residents have now restored the areas to the

satisfaction of the groundsmen. However, in view of the extreme damage, it is proposed to increase future security deposits to £500.

AGREED to increase future deposits for access to the playing fields to £500.

- g) **Donation:** The Allotment Association requests a donation towards the purchase of a defibrillator at the allotment site in Downend.

AGREED to award £500 towards a defibrillator. The Allotment Association will appoint their own Guardian.

- h) **Donation:** Wednesday Café request £350 towards their ongoing Armchair Keep Fit at Badminton Road Methodist Church.

AGREED to award £350 towards this project.

- i) **Christmas Lighting:** Motifs at Cleeve Wood are now broken. SGC is not willing to purchase the three motifs. As such,

AGREED to dispose of the lights on the Council's Asset Register and to notify the insurance company of the same. SGC will be asked to dispose of these lights which are currently held in storage.

- j) A list of monies proposed towards the Bromley Heath Pavilion refurbishment was **noted**.

- k) **Dates of Council meetings 2023:** The meetings of Full Council throughout 2023 were **AGREED as 15 June; 20 July; 21 September; 2 November; 14 December.**

212.16.4 Bank account signatories – Currently any two signatories (from 5) are required to sign documentation, in addition to the Parish Clerk. Current signatories that can sign are Cllr Biggin and Cllr Burton.

AGREED that Councillor Phil Abbot and Councillor Matt Pitts will be additional account signatories.

212.16.5 Date of next Finance Committee meeting – Thursday 25 May, 10am in the Parish Office.

212.17 PLANNING COMMITTEE

Members had been circulated with the Planning Committee fortnightly reports, which were duly **noted**. Date next meeting 30th May.

212.18 WORKING GROUP REPORTS

212.18.1 Sports Pitches Working Group – Clerk reported on meetings held with the Football Foundation.

- **Legal:** Bates Wells acting for the Football Foundation (FF) has been paid for their legal costs by the Parish Council and has now received all the documentation required in order that they may confirm the changes in the wording needed for the Lease. SGC are aware of this.
- **Tenders:** The lowest bidder, Derbybeech, has lost their groundworker and to date a new contractor has not been appointed. As such, their quotation will increase by £168,000 in addition to the 5% contingency previously omitted. They are currently liaising with a new potential groundworker, and a revised price is awaited. Without receipt of this, their bid is no longer viable. As it stands, when considering the potential increase in costs from Derbybeech and the Wernick tender dated 8 February 2023, the Wernick price is now currently the lowest tender. This tender also includes a suspended ceiling which has been omitted by Derbybeech.

- **Pitch Power:** Assessments for Pitch Power are being worked on by Downend Saints and Prestige Grounds.
- **Funding:** FF are still supportive of the submission for funding. However, it should be noted that there is a timescale of six months to draw down the funds to commence the project from receipt of the award. In view of the borrowing consultation that still needs to take place, the FF will keep their reports for submission on hold until revised figures may need to be submitted and the result of the public consultation known. **They will not award funds to a project that may ultimately not go ahead without the loan from PWLB.** The FF also requires evidence within the consultation of why the four changing rooms (not two) are required. The Parish Council should show support in terms of adult provision for both cricket and football.

CONSULTATION ON LOAN: There are no statutory requirements for how consultations need to be run, so there is no set timescale or minimum threshold of engagement. Evidence of an effort to engage the community in a straightforward manner that reflects the scale of the decision is required. A large-scale capital project to construct a community hub as is the case for D&BH PC would require more engagement and a longer consultation than the decision to replace a piece of equipment. The consultation should include:

- Diverse channels of communication – social media, website, newsletters, face-to-face engagement
- Clarity of language, ie, council has described the plans in plain English especially in relation to precept costs
- Proportionality – designing a consultation that reflects the scale and impact of the loan and capital project.

AGREED to hold a meeting of the Sports Pitches Working Group to agree the content of the Consultation, reporting back to Full Council thereafter.

PLAYING FIELDS REFURBISHMENT COSTS - Clerk reported that the annual quotation has been received from Prestige Grounds to undertake renovation works to the football pitches at King George V and Badminton Road Playing Fields. The individual pitches were itemised, the total cost coming to £9,700.

AGREED to accept the quotation from Prestige Grounds to undertake annual renovation works to the pitches, as detailed, totalling £9,700.

212.18.2 Bromley Heath Pavilion Refurbishment Sub-Group –

AGREED to rename the group to the Bromley Heath Pavilion Refurbishment Working Group.

In respect of the tennis courts refurbishment, Clerk reported on a site meeting with the Lawn Tennis Association and their contractors discussing the mechanisms and processes for working with them directly. Deliberations took place about the ducting for the lighting, which would be an additional cost paid for by the Parish Council. In terms of the gate specification, this would also need to be upgraded to link in with any potential lighting system. Again, the difference between the standard and upgraded gate will be borne by the Parish Council. Actual project costs are currently being calculated.

Works are anticipated to progress during the early summer and last around six weeks. The LTA will provide the Council with the funds through a grant, the Council signing a legally binding funding agreement. The Council's relationship will be with the contractors directly and will pay them on

completion of the works. The Parish Council holds a 2.5% retention for 12 months. The Parish Council will need to allocate an officer to oversee the bookings at the courts, training for which will be provided by the LTA. A nominated welfare officer with an LTA DBS and safeguarding training is required. It has been proposed that SGC will take on this aspect of the project. **AGREED & NOTED.**

212.18.3 Christmas Lighting Working Group – A report was circulated from Chris Boulton highlighting the budget costs needed for plans under consideration by the Group. A Christmas tree on Bromley Heath Road is also being explored. As the costs fall within the budget available,

AGREED that the working group may proceed on this basis.

212.18.4 Downend Partnership Meeting – Cllr Biggin and Clerk to attend the next meeting to be held on 14 June 2023, 11am at Kip McGrath premises in Downend High Street.

212.18.5 Unicornfest – Arrangements are ongoing.

212.18.6 Local Nature Action Plan Working Group – This new group will engage with the Friends of Leap Valley, Friends of Lincombe Barn Park & Woods and Winterbourne Parish Council.

212.18.7 Downend High Street Working Group – Terms of Reference for the group will be discussed at the first meeting. Members to advise the Clerk if they wish to join the group.

212.18.8 Downend Voice - The next article will focus on the Parish Council vacancies.

212.19 REVIEW WORKING GROUP MATTERS AND NEW ISSUES - No report.

212.20 SOUTH GLOUCESTERSHIRE COUNCIL - No report.

212.21 PROPOSAL TO CONSIDER SIGNING UP TO THE COMMUNITY SAFETY CHARTER

The National Charter was brought to light by the Bromley Heath Neighbourhood Watch when they attended the Council meeting in February 2023. Although members agreed that they support the Charter, it was felt that signing up would not be of benefit to the Parish Council.

AGREED not to formally sign up to the Charter at this time.

212.22 COUNCILLORS TO RAISE ANY URGENT CONCERNS

Cllr Sood enquired about subscriptions to Kingswood Community Transport.

Cllr Biggin informed members of a Fairtrade Producer from Nicaragua, who will be visiting Christ Church Schools.

(Meeting closed at 20.17).

Chairman:

Date:

Downend & Bromley Heath Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
345	31/03/2023		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Lii	Z	6.09		6.09
345	31/03/2023		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Lii	S	14.00	2.80	16.80
346	31/03/2023		Lloyds Bank Treasurer		Signage	Resolution Signs Ltd	S	263.16	52.63	315.79
347	29/03/2023		Lloyds Bank Treasurer		Legal costs	Bates Wells	S	750.00	150.00	900.00
348	29/03/2023		Lloyds Bank Treasurer		Christmas	CT Electrical	Z	165.00		165.00
348	29/03/2023		Lloyds Bank Treasurer		Christmas	CT Electrical	Z	370.00		370.00
349	28/03/2023		Lloyds Bank Treasurer		Christmas	South Gloucestershire Council	S	2,913.50	582.70	3,496.20
350	28/03/2023		Lloyds Bank Treasurer		Newsletter	Voice News & Media Limited	S	176.00	35.20	211.20
351	31/03/2023		Lloyds Bank Treasurer		D&BH in Bloom	DB Plant & Lifting Limited	S	475.00	95.00	570.00
352	31/03/2023		Lloyds Bank Treasurer		Reimbursement	Chris Boulton	Z	59.99		59.99
353	31/03/2023		Lloyds Bank Treasurer		Business rates	South Gloucestershire Council	X	2,472.78		2,472.78
354	31/03/2023		Lloyds Bank Treasurer		Business rates	South Gloucestershire Council	X	1,347.30		1,347.30
355	31/03/2023		Lloyds Bank Treasurer		Seating	South Gloucestershire Council	S	647.78	129.56	777.34
356	31/03/2023		Lloyds Bank Treasurer		Christmas	South Gloucestershire Council	S	2,245.00	449.00	2,694.00
357	31/03/2023		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	28.27	1.41	29.68
357	31/03/2023		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	30.93	1.55	32.48
358	31/03/2023		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	Z	64.40		64.40
359	31/03/2023		Lloyds Bank Treasurer		Subscription	Gloucestershire Playing Fields	Z	100.00		100.00
360	31/03/2023		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	44.50	8.90	53.40
360	31/03/2023		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	661.50	132.30	793.80
Total								12,835.20	1,641.05	14,476.25

APPENDIX 2.

Downend & Bromley Heath Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Subscriptions	03/04/2023		Lloyds Bank Treasurer		Subscription	Avon Local Councils' Associat	E	1,732.65		1,732.65
2 New furniture	04/04/2023		Lloyds Bank Treasurer		Signage	Express Signs (Bristol) Ltd	S	50.00	10.00	60.00
3 Salaries and Wages	06/04/2023		Lloyds Bank Treasurer		Salaries	Angela Hocking	X	2,941.75		2,941.75
4 Subscriptions	12/04/2023		Lloyds Bank Treasurer		Data Protection fee	ICO Information Commission	Z	40.00		40.00
5 Donations	13/04/2023		Lloyds Bank Treasurer		Donation	Staple Hill & District Allotmer	Z	500.00		500.00
6 Donations	13/04/2023		Lloyds Bank Treasurer		Donation	Wednesday Cafe, Badminton	Z	350.00		350.00
7 Employers pension	14/04/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	Z	933.95		933.95
7 Employers pension	14/04/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	Z	3,720.00		3,720.00
7 Salaries and Wages	14/04/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	X	281.01		281.01
8 Software	14/04/2023		Lloyds Bank Treasurer		IT software	Zoom	S	12.99	2.60	15.59
9 Support Costs and Developm	14/04/2023		Lloyds Bank Treasurer		Website	WADAEC	Z	60.00		60.00
10 Gate Security	14/04/2023		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	36.25	7.25	43.50
11 Travel - Clerk	17/04/2023		Lloyds Bank Treasurer		Clerk's expenses	Angela Hocking	Z	19.08		19.08
12 Gate Security	19/04/2023		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	36.25	7.25	43.50
13 Fees HSBC	22/04/2023		HSBC Business Money		Bank Charges	HSBC	Z	4.00		4.00
14 Software	27/04/2023		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	S	6.66	1.33	7.99
15 Software	03/05/2023		Lloyds Bank Treasurer		IT software	Scribe	S	1,104.00	220.80	1,324.80
16 Utilities	03/05/2023		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	24.92	1.25	26.17
16 Utilities	03/05/2023		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	31.84	1.59	33.43
17 Internal Audit Fees	03/05/2023		Lloyds Bank Treasurer		Audit fees	Fiona J Thornton	Z	200.00		200.00
18 Printing and Stationery	03/05/2023		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Lti	S	5.12	1.02	6.14
19 Room Hire	03/05/2023		Lloyds Bank Treasurer		Room hire	Badminton Road Methodist C	Z	276.00		276.00
20 Gate Security	03/05/2023		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	675.00	135.00	810.00
21 Downend Voice	03/05/2023		Lloyds Bank Treasurer		Newsletter	Voice News & Media Limited	S	176.00	35.20	211.20
22 Software	03/05/2023		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	Z	64.39		64.39
23 Salaries and Wages	05/05/2023		Lloyds Bank Treasurer		Salaries	Angela Hocking	X	2,941.75		2,941.75
24 Telephone and Broadband	02/05/2023		Lloyds Bank Treasurer		Telephone and broadband	BT	S	164.66	32.93	197.59
25 Cleaning	10/05/2023		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
26 Travel - Clerk	10/05/2023		Lloyds Bank Treasurer		Clerk's expenses	Angela Hocking	Z	18.89		18.89
27 Salaries and Wages	10/05/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	X	281.01		281.01
27 Employers pension	10/05/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	Z	933.95		933.95
28 SGC Localism Contract	11/05/2023		Lloyds Bank Treasurer		Localism services	South Gloucestershire Council	S	3,157.68	631.54	3,789.22
29 Security Deposit - refundable	12/05/2023		Lloyds Bank Treasurer		Return of key deposit	MPK Lofts	Z	150.00		150.00

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30 Software	13/05/2023		Lloyds Bank Treasurer		IT software	Zoom	S	12.99	2.60	15.59
31 Playing Field Recurring	15/05/2023		Lloyds Bank Treasurer		Grounds maintenance duties	Prestige Grounds Ltd	S	2,200.14	440.02	2,640.16
32 Gate Security	15/05/2023		Lloyds Bank Treasurer		Gate security	Securtas Security Services (L	S	36.25	7.25	43.50
33 Support Costs and Developm	15/05/2023		Lloyds Bank Treasurer		Website	WADAEC	Z	60.00		60.00
Total								23,547.18	1,537.63	25,084.81