

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Thursday 2 November 2023

Present:

Members: Councillors Phil Abbott, Jacky Dockerty, James Griffiths, Stephen Pick, Matt Pitts, Mike Richards and Raj Sood.

Officer: Angela Hocking.

7 members of the public.

216.1 WELCOME

Councillor James Griffiths was appointed Chairman for the meeting.

216.2 APOLOGIES

Received from the Police, Cllr Janet Biggin, Cllr Ben Burton and Cllr Alvis West.

216.3 DECLARATIONS OF INTEREST

Received from:

Cllr Phil Abbott (Website);

Cllr Stephen Pick (member of Cleeve Hill Tennis Club);

Cllr Raj Sood (South Gloucestershire Councillor).

216.4 ITEMS FROM THE PUBLIC

None received.

216.5 JOINT MEETING OF THE PARISH COUNCIL, POLICE & LOCAL NEIGHBOURHOOD WATCH GROUPS

The Bromley Heath Neighbourhood Watch queried the violent crime statistics recorded in the Police report and confirmed that more detailed information will be requested on this. The Police report also outlined continuing engagement with the community and businesses. It is noted that the Downend CCTV cameras have been used to identify the suspect in an assault and to track the movements of a shop-lifter.

BHNW wish to work in partnership with D&BH PC, SGC and the Police on a consultation on the 20mph in place and its effective enforcement. In respect of Oakdale Road,

AGREED that the Clerk will request a Speedvisor to obtain data on vehicle numbers and speeds.

BHNW provided a list of suggested locations for e-scooter parking. A formal list will be circulated in the near future and, with the support of the Parish Council, this will then be submitted to the new provider and WECA Mayor.

Future editions of the NW newsletter will be available online, the autumn edition being the final paper copy unless otherwise requested.

SGC is consulting on late night street lighting in an attempt to cut carbon emissions and reduce their spend on energy.

RESOLVED to add this matter to the next Parish Council agenda for discussion.

Clerk advised that the Parish Council has been invited to participate in the Four Acre Road proposed zebra crossing consultation and asked for comments from both members and the NW.

The Neighbourhood Watch reported that SGC is taking action to help reduce littering from vehicles via the Street Enforcement Service.

216.6 APPROVE THE MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2023

RESOLVED that the Minutes of the Council meeting held on 21 September are approved as a true and accurate record. These were subsequently signed by the Chairman, Cllr Griffiths.

216.7 MATTERS ARISING AND ONGOING ISSUES

The Downend Unicorn, Gracie, has been sold for £1,800 at auction.

Member Award Funding (2022/23) totalling £600 has been received to implement works benefitting the visually impaired at the Westerleigh Road Toilets.

AGREED that the Clerk will liaise with SGC on the next stage of works required.

216.8 URGENT ACTIONS

Clerk advised that a further 4 strings of Christmas lighting were needed for the living trees along the High Street. In accordance with Financial Regulations, and discussion with the Parish Council Chairman, these have been ordered amounting to £131.35. **NOTED & AGREED.**

The Downend Round Table fireworks event will be taking place on Friday 3 November. After speaking to the groundsman and in view of the storms currently in Downend, DRT have been asked to consider moving the rides from the pinch point area as this is liable to flooding. The catering vans have also been asked to be relocated to the side of the shipping containers rather than on the main football pitch. The groundsman wishes to report that if the weather conditions persist, it may well be that football matches will need to be cancelled for some weeks to come, which will be a considerable financial loss to the Parish Council. Most renovation works will not be able to be carried out until the spring, which again will be to the detriment of the pitches.

AGREED to review matters after the 2023 event.

AGREED, for future events, to analyse risk assessments and broaden the scope of responsibility taking into account climate change and other similar factors.

216.9 CASUAL VACANCIES – 1 X STAPLE HILL WARD; 1 X DOWNEND WARD

Clerk reported that Lilly Cole had resigned from D&BH PC. As such, notices advertising the Downend Ward vacancy will be put on the website etc. If no requests for an election are received, the Council may co-opt to fill the vacancy. **NOTED.**

An application has been received for the vacancy on Staple Hill Ward, which has not been filled following the May elections. Following discussions and a unanimous vote,

RESOLVED to appoint Dave Somers as Parish Councillor for Staple Hill Ward.
The Declaration of Acceptance of Office was duly signed.

216.10 FINANCE & GENERAL PURPOSES

216.10.1 - Payment of Accounts – See Appendix 1.

RESOLVED to authorise all payments.

RESOLVED that the clerk will continue to make payments due during November, reporting back to the Full Council at December’s meeting.

216.10.2 Account balances – On 31 October 2023, the total of the Parish Council’s accounts amounted to £1,269,629.15. NOTED.

216.10.3 Recommendations from Committee meeting held on 12 October 2023:

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

- i. **To agree repairs to the tarmac at the skate park totalling £539.99 – AGREED to continue with the repairs at the skate park in Bromley Heath, totalling £539.99.**
- ii. **To agree a grant application from Cleeve Hill Tennis Club towards a defibrillator; provision of £500 donation - RESOLVED to award Cleeve Hill Tennis Club £500 towards a defibrillator.**
- iii. **To agree to provide financial support of £200 to the Warm Space Café towards food and refreshments – RESOLVED to award £200 to the Warm Space Café for food and refreshments.**
- iv. **To agree to financially assist Downend Men in Sheds with a potential shortfall towards a shipping container of £2,500 – DMIS wish to make a donation of £2,500 towards a new shipping container at Bromley Heath Playing Fields although realise that there will be a shortfall. As such, they are asking for financial support from the Parish Council to complete the project. DMIS will clad the container and Chris Belcher has already been appointed to undertake the ground works. RESOLVED to accept the donation of £2,500 from Downend Men in Sheds. RESOLVED to cover the shortfall for a new container up to a maximum of £2,500.**
- v. **Appointment of new Internal Auditor – Fiona Thornton has confirmed her intention to retire and as such the Parish Council will need to appoint a new Internal Auditor. AGREED that the Clerk will investigate options via local parish clerks and ALCA.**
- vi. **To note the Minutes of the F&GP Committee meeting and updates contained therein – DULY NOTED.**

216.11 PLANNING COMMITTEE

Cllr Abbott provided an update to members. 21 applications have been reviewed with two objections. The Dial Lane application has been ‘called in’.

216.12 WORKING GROUP REPORTS & PROPOSALS

216.12.1 Sports Pitches Working Group (SPWG) – The borrowing application is currently with the Department for Levelling Up, Housing & Communities. They have sent an email asking for clarification on a number of matters. Clerk confirmed that she will collate all the information and respond as soon as possible.

216.12.2 Bromley Heath Pavilion Refurbishment working group – Cllr Pitts reported that he and other members of the working group had had an informative meeting on site with South Glos Building Control. Additional drawings are being worked on which will be submitted to Full Council in due course.

216.12.3 Christmas Lighting Working Group – The Christmas lights will be switched on at 6pm on 24 November 2023. The Salvation Army Band will play Christmas Carols around the tree from 5.30pm.

215.12.4 Downend Partnership Meeting – Notes of the meeting were circulated to members and noted.

216.12.5 Local Nature Action Plan Working Group – Following the recent presentation to Council,

AGREED to hold a working group meeting to explore initial ideas.

AGREED to hold the meeting after the next Planning Committee meeting, ie, 7.30pm on 14 November 2023, Badminton Road Methodist Church.

Members of the working group: Cllr Ben Burton, Cllr Jacky Dockerty, Cllr Stephen Pick and Cllr Mike Richards.

216.12.6 Downend Voice – Clerk will contact the Bromley Heath Neighbourhood Watch to liaise on an article to include items earlier discussed (see 216.5).

216.13 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

No report.

216.14 SOUTH GLOUCESTERSHIRE COUNCIL

Cllr Sood asked members to spread the word on the current ongoing consultations which focus on waste and recycling services, library services and street lighting.

216.15 TO APPOINT A STAFF RECRUITMENT GROUP TO REVIEW AND RECRUIT NEW STAFF FOR D&BH PARISH COUNCIL

The Parish Clerk has confirmed in writing her intention to resign from Downend & Bromley Heath Parish Council with effect from 31 March 2024 to take early retirement. This notice period provides sufficient time for the role to be re-evaluated and possibly restructured to include any additional members of staff.

The Finance & General Purposes Committee recommends that a dedicated Staff Recruitment Group is created.

RESOLVED to appoint a Staff Recruitment Group. Initial meeting of the group will be held on Monday 13 November 2023, 9.30am in the Parish Office. Members to include Cllr Biggin, Cllr Pitts and Cllr Abbott.

AGREED to invite Cllr Burton to join the group.

Following a vote (6:1),

AGREED to hold an Extraordinary meeting prior to the Full Council meeting on 14 December to review the proposed package and timeline, prior to advertising.

216.16 COUNCILLORS TO RAISE ANY URGENT CONCERNS - No report.

Chairman

Date

Downend & Bromley Heath Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
142	06/10/2023		Lloyds Bank Treasurer		Donation	Warm Space Community Caf	E	320.00		320.00
143	06/10/2023		Lloyds Bank Treasurer		Stationery	Banner Business Solutions Lti	S	417.72	79.27	496.99
144	06/10/2023		Lloyds Bank Treasurer		IT software	Scribe	S	79.00	15.80	94.80
145	02/10/2023		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	Z	64.40		64.40
146	06/10/2023		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
147	06/10/2023		Lloyds Bank Treasurer		IT software	WADAEC	Z	80.00		80.00
148	06/10/2023		Lloyds Bank Treasurer		Newsletter	Voice News & Media Limited	S	176.00	35.20	211.20
149	06/10/2023		Lloyds Bank Treasurer		Councillor reimbursement	Janet Biggin	Z	28.60		28.60
150	06/10/2023		Lloyds Bank Treasurer		Training	Avon Local Councils' Associat	Z	40.00		40.00
151	06/10/2023		Lloyds Bank Treasurer		Salaries	Angela Hocking	X	2,941.75		2,941.75
152	06/10/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	X	281.01		281.01
152	06/10/2023		Lloyds Bank Treasurer		Pension costs	Avon Pension Fund	X	933.95		933.95
153	02/10/2023		Lloyds Bank Treasurer		Telephone and broadband	BT	S	153.00	30.60	183.60
154	09/10/2023		Lloyds Bank Treasurer		Football accessories	Mark Harrod Ltd	Z	29.86	5.97	35.83
155	11/10/2023		Lloyds Bank Treasurer		Audit fees	Fiona J Thornton	Z	180.00		180.00
156	11/10/2023		Lloyds Bank Treasurer		Clerk's expenses	Angela Hocking	X	10.98		10.98
157	10/10/2023		Lloyds Bank Treasurer		Groundworks for shipping cont	C R Balcher	S	1,200.00	240.00	1,440.00
158	13/10/2023		Lloyds Bank Treasurer		Gate security	Securitas Security Services (L	S	36.25	7.25	43.50
159	13/10/2023		Lloyds Bank Treasurer		IT software	Zoom	S	12.99	2.60	15.59
160	15/10/2023		Lloyds Bank Treasurer		Website	123 Reg	S	11.99	2.40	14.39
161	16/10/2023		Lloyds Bank Treasurer		Website	WADAEC	Z	60.00		60.00
162	27/10/2023		Lloyds Bank Treasurer		IT software	Google Cloud EMEA Limited	S	6.66	1.33	7.99
163	30/10/2023		Lloyds Bank Treasurer		Telephone and broadband	BT	S	148.15	29.62	177.77
164	30/10/2023		Lloyds Bank Treasurer		Christmas	Festive Lights Ltd	S	109.46	21.89	131.35
Total								7,629.77	471.93	8,101.70

APPENDIX 1

Downend & Bromley Heath Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
165	01/11/2023		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
165	01/11/2023		Lloyds Bank Treasurer		Cleaning	T Webb Window Cleaning	Z	308.00		308.00
166	01/11/2023		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	36.67	1.83	38.50
166	01/11/2023		Lloyds Bank Treasurer		Utility charges	West Mercia Energy	L	52.91	2.65	55.56
167	01/11/2023		Lloyds Bank Treasurer		Open spaces repairs	Safety Green Ltd	S	2,200.00	440.00	2,640.00
168	01/11/2023		Lloyds Bank Treasurer		Christmas	CT Electrical	S	1,300.00	260.00	1,560.00
168	01/11/2023		Lloyds Bank Treasurer		Christmas	CT Electrical	S	1,868.00	373.60	2,241.60
168	01/11/2023		Lloyds Bank Treasurer		Christmas	CT Electrical	S	450.00	90.00	540.00
169	01/11/2023		Lloyds Bank Treasurer		Newsletter	Voice News & Media Limited	S	176.00	35.20	211.20
Total								6,699.58	1,203.28	7,902.86