DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD
Thursday 21 March 2024

Present:
Members: Councillors Janet Biggin, Ben Burton, Dave Somers, Raj Sood, Stephen Pick, Mike Richards, Matt Pitts
Officers: Angela Hocking and Kevin Spratt
5 Members of the public

221.1 WELCOME

Councillor Biggin welcomed everyone to the meeting.

221.2 APOLOGIES

Received from the Police.
Cllr Phil Abbott
Cllr Jacky Dockerty
Cllr James Griffiths was not present

221.3 DECLARATIONS OF INTEREST

Received from:
Cllr Raj Sood (South Gloucestershire Councillor);
Cllr Ben Burton (Downend Saints, South Gloucestershire Councillor)

221.4 ITEMS FROM THE PUBLIC

221.4.1 Skateboard Park – Member of the public shared information with the Parish Council Community with their ideas and feedback regarding the skateboard park at Bromley Heath. Parish Council waiting for more information regarding community feedback and cost breakdown. Estimated cost in the region of £150,000 - £175,000 for which funding is being explored.
Asks for the Parish Council

1. If necessary are the Parish Council willing to be the authority for funding?
2. What are the must haves that need to be part of the space/project?
3. Is there anything else we can do to maximise funding prospects?
4. Is there a limit to the scope of the development, do we need to retain all trees, banks, paths?

221.4.2 Speeding Concerns – A resident brought up their concerns regarding speeding around the Parish, especially around Fouracre Road. Parish Councillors explained that the Parish have used the speed radar sign and the data has been sent to the police. However, the Parish doesn't have the authority over the roads, as this sits with the Crime Commissioner, the Parish Councillors suggested residents contact the Crime Commissioner directly.

221.5 ITEMS FROM THE POLICE

Report circulated to members.

221.6 APPROVE THE MINUTES OF THE MEETING HELD 15 February 2024

RESOLVED that the Minutes of the Council meeting held on 15 February are approved as a true

and accurate record. These were subsequently signed by the Chairman.

221.7 MATTERS ARISING AND ONGOING ISSUES

221.7.1 Water Leak at King George playing fields – Clerk has had serval meetings to discuss the matter with SGC. The most recent meeting was held on Wednesday 21st March with Nick Blanchard, some investigation was done, now awaiting on next steps and costs from SGC. Downend voice have also been in contact regarding the issue.

Noted.

221.7.2 E Scooters –. Discussion took place regarding E scooters and E Bikes hazards around the Parish. Cllr Burton agreed to take up with officers from SGC.

Agreed. - Cllr Ben Burton to follow up with South Gloucester Council.

221.7.3 Equipment Payment – Angela Hocking has paid invoice 44 for office equipment as agreed **–**

Noted.

221.7.4 Annual Assembly – Presentations will be made by Cllr Steve Pick on the LCNAP and Cllr Ben Burton on the Pavilion project. Invitations have been sent out by Cllr Janet Biggin and prizes are being sourced for the Parish champions.

Noted.

221.8 URGENT ACTIONS

Clerk Updated council regarding unsafe path outside 11 Cleeve Road Lodge, which was due to the loose gravel going onto the foot path causing a health and safety concern. Clerk arranged for the work to be carried out at a cost of £150 which the Parish will pay for and then claim back from the residents of 11 Cleeve Road as agreed.

Noted.

221.9 COUNCILLOR VACANCIES x 2 DOWNEND WARD

Application received from Terry Meech for Councillor.

Resolved - Terry was Voted onto the council and completed his declaration of acceptance of office.

221.10 FINANCE & GENERAL PURPOSES

221.10.1 - Payment of Accounts – See Appendix 1.

Resolved to authorise all payments.

221.10.2 Account balances – On 29 February 2024, the total of the Parish Council's accounts amounted to £1,598,247.02.

221.10.3 Recommendations from Committee meeting held on 1 February 2024:

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

a) **Banking Arrangements update – To confirm HSBC banking arrangements –** On receiving the final payment details for the new Pavilion, it would be clearer to have all funds accessible from the same bank. Proposal to close HSBC bank account and transfer all funds to Lloyds Account. Current balance of HSBC £91,999.55.

Agreed – To close HSBC account.

b) **To approve funding request £500 for Downend Folk House Association to provide the building with more efficient heating, full cost £1,280** -

Agreed – To make Donation.

c) **To approve the purchase of seat for Leap Valley £1,145 being funded by grant awarded by Downend Round Table** – The Friends of Leap Valley have a grant from the Downend Round Table of £1200 to put a seat by the stream on the cross path in Leap Valley. They would like to donate this sum to the Parish Council to progress with the work required.

Agreed – To make Purchase.

d) **To Approve purchase of planters on behalf of In Bloom, £742.50 which will come from their £9,000 yearly grant** – Clerk to purchase.

Agreed – To make Purchase.

e) **Downend roundabout proposal –** Still waiting for detail breakdown of cost and next steps.

Noted.

f) **To note, Downend men in sheds have provided the Parish Council with £2,500 towards purchasing a new shipping container –** Agree to purchase the shipping container.

Agreed – To make Purchase.

g) **To approve Christmas tree quote –** Ctelectrial have quoted £4,020 for electrical maintenance plus ad-hoc maintenance @£60 Per Hour

Agreed - To accept the Quotation.

h) **Approve the purchase of uniform, business cards and lanyards** – Quote for £118.06 uniform and £135.99 ID Cards

Agreed - To make Purchase.

i) **To note minutes of the committee meeting held on the 7th March.**

221.11 PLANNING COMMITTEE

Cllr Sood outlined the planning applications reviewed by the committee.

Clerk talked through email received in reference to planning P22/00617/HH.

A local resident is unhappy with a planning decision made. They have been all the way through the Councils formal complaints procedure and their complaint was not upheld by the Stage 3 complaints panel.

They now appear to be sending confusingly worded e-mails to many people within the council. They have been informed that they have exhausted the complaints process and there is nothing further SGC would like to add. SGC advice is to reply with a short but polite response making it clear to them that the Parish Council do not intend to get involved. Please ensure that all members of the Parish Council are notified of this approach as others may receive e-mails and it would save them from being alarmed/worried.

Action – Clerk to share details with all councillors.

221.12 WORKING GROUP REPORTS & PROPOSALS

221.12.1 Sports Pitches Working Group (SPWG) –

Chairman highlighted a letter received from Derbybeech after they had been notified that they had been unsuccessful for the award of the contract for the building of the new pavilion at King George V / Badminton Road Playing Fields. Members acknowledged that the decision made at the Full Council meeting in February fits with all legislation and internal policy governing the process. Having subsequently taken legal advice from the Avon Local Councils Association (ALCA), they confirm that the Parish Council does not need to communicate further as Derbybeech have been notified that they have been unsuccessful. The decision made by Full Council is in the public record and it would be detrimental to the reputation of the Parish Council to then take an alternative course of action without justification.

Financial Regulations item 12.1.9 states:
'The Parish Council shall not be obliged to accept the lowest or any tender, quote or estimate'.

Three companies were shortlisted from the initial tendering process: Derbybeech, Healthmatic and Wernick. Wernick were the middle cost of the three tenders.

Agreed no response needed.

221.12.1.1 Funding

Clerk have submitted applications to SGC for the 3 funding awards of £27,000, £10,000 and £5,000 total £42,000 also the section 106 money of £80,143.47. The project management plan has been completed to support these applications.

Clerk recommends moving funds from general reserves to earmarked funds to show for audit proposes the funds have been accounted for, this will also show at the year-end accounts.

Agree - For Clerk to move funds accordingly.

221.12.1.2 Working Group Meeting

Clerk suggests the sports pitches working group have a meeting as soon as possible, to confirm the details regarding the daily running of new Pavilion when handed over and what actions the Parish Council need to do whilst building works are being done.

Agreed – Meeting to be arranged.

221.12.1.3 Pavilions

On reviewing the current Health & Safety and risk assessments for both Pavilions Clerk suggests closing King George V Pavilion and Bromley Heath Pavilion, as a matter of urgency.

Agreed - Clerk to arrange closure of King George V Pavilion and Bromley Heath Pavilion, £5000 budget to be used to secure portable toilets at both Pavilions.

221.12.2 Bromley Heath Pavilion Refurbishment Working Group –.

221.12.3 Christmas Lighting Working Group – Discussion regarding Christmas lights, proposed for £500 budget to purchase wood chippings and wooden wedges.

Resolved - £500 budget agreed.

221.12.4 Downend Partnership Meeting – No Meeting clerk has chased for next date.

221.12.5 Local Climate & Nature Action Plan Working Group – Cllr's Dockerty, Pick and Richards all attended a regional conference, SGC has appointed a full-time officer who can support with funding. Would like to copy a project from Bradley Stoke Parish Council and purchase trees and bushes and ask local residents to plant them, requested if funding can be got from SGC if not would the Parish Council fund them with £1000?

221.12.6 Downend Voice – Added article about the LCNAP, requested for future publishing dates to be shared.

221.13 REVIEW WORKING GROUP MATTERS AND NEW ISSUES

Nothing to report

221.14 SOUTH GLOUCESTERSHIRE COUNCIL

221.14.1 – Cllr Sood has raised problems with parking in Downend with cars, bikes and scooters with SGC.

221.15 PROPOSALS

221.15.1 - To Accept the firmed-up specification for the new pavilion project at King George V / Badminton Road playing fields from Wernick –

Total cost £1,475,890.00, 50% deposit required upon receipt of order, 40% before modules delivered to site and 10% upon hand over of site.

Details have been shared with Project manager on behalf of Downend & Bromley Heath Parish Council. Clerk to contact HMRC regarding VAT.

Agreed - Clerk to complete application form for Wernick
Agreed - Clerk to settle the 50% deposit once received from Wernick

221.15.2 - To accept the quotation for the 2023/2024 Internal Audit services from SGC

Clerk explained there was some confusion with previous auditor doing end of 24/25 audit in the 24/25 year, so have requested auditors for 23/24 to be SGC £340 + VAT per day, will take 4 days to complete the audit due to the Parish being classed as a town council size Parish. Total cost £1,380+VAT

Agreed – Accept and appoint SGC Auditors for 23/24

221.16 COUNCILLORS CONCERNS

Cllr Biggin outlined –

- Attended a meeting of the ALAC Chairs
- Concern with Post Office only having one terminal.
- Co-op car park 32 spaces not able to be used due to being fenced off for EV chargers. No limited time.
- Concerned Traffic lights not working Croomes Hill

Chairman **Date**

Downend & Bromley Heath Parish Council

PAYMENTS LIST

9 April 2024 (2023-2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
251	Annual Premium	16/02/2024		Lloyds Bank Treasure		Insurance	Gallagher Insurance	Z	6,586.35		6,586.35
252	Equipment	16/02/2024		Lloyds Bank Treasure		Office equipment	HP Store	S	627.19	125.44	752.63
253	Equipment	16/02/2024		Lloyds Bank Treasure		Office equipment	Amazon	Z	162.10	0.75	162.85
254	Consultancy	16/02/2024		Lloyds Bank Treasure		Credit check	Experian	S	24.99	5.00	29.99
255	SGC Localism Contract	01/03/2024		Lloyds Bank Treasure		Localism services	South Gloucestershire Cour	S	3,157.68	631.54	3,789.22
256	Printing and Stationery	01/03/2024		Lloyds Bank Treasure		Stationery	Banner Business Solutions	S	59.65	6.74	66.39
257	Downend Voice	01/03/2024		Lloyds Bank Treasure		Downend Voice	Voice News & Media Limite	S	176.00	35.20	211.20
258	Computer and printer costs	01/03/2024		Lloyds Bank Treasure		Printing charges	Konica Minolta	S	24.09	4.82	28.91
259	Utilities	01/03/2024		Lloyds Bank Treasure		Utility charges	West Mercia Energy	L	42.12	2.11	44.23
259	Utilities	01/03/2024		Lloyds Bank Treasure		Utility charges	West Mercia Energy	L	76.07	3.80	79.87
260	Open Spaces	06/03/2024		Lloyds Bank Treasure		Purchase of shipping container	Reecer portable building	S	2,195.00	439.00	2,634.00
261	Support Costs and Developmer	06/03/2024		Lloyds Bank Treasure		Website	WADAEC	Z	60.00		60.00
262	Telephone and Broadband	05/03/2024		Lloyds Bank Treasure		Telephone and broadband	SMARTY	Z	10.00		10.00
263	Telephone and Broadband	01/03/2024		Lloyds Bank Treasure		Telephone and broadband	BT	S	133.38	26.67	160.05
264	Gate Security	06/03/2024		Lloyds Bank Treasure		Gate security	Securitas Security Services	S	861.30	172.26	1,033.56
265	Staff training	06/03/2024		Lloyds Bank Treasure		Training	Avon Local Councils' Associ	Z	40.00		40.00
266	Software	04/03/2024		Lloyds Bank Treasure		IT software	Google Cloud EMEA Limitec	Z	64.40		64.40
267	Printing and Stationery	08/03/2024		Lloyds Bank Treasure		Stationery	Vistaprint	S	19.16	3.83	22.99
268	Salaries and Wages	11/03/2024		Lloyds Bank Treasure		HMRC payments	HMRC	X	2,167.00		2,167.00
268	Employers NI	11/03/2024		Lloyds Bank Treasure		HMRC payments	HMRC	X	2,979.78		2,979.78
269	Salaries and Wages	11/03/2024		Lloyds Bank Treasure		Salaries	Angela Hocking	X	3,115.42		3,115.42
270	Salaries and Wages	11/03/2024		Lloyds Bank Treasure		Salaries	Kevin Spratt	X	2,373.09		2,373.09
271	Playing Field Recurring	11/03/2024		Lloyds Bank Treasure		Grounds maintenance duties	Prestige Grounds Ltd	S	7,934.27	1,586.85	9,521.12
272	New furniture	11/03/2024		Lloyds Bank Treasure		Installation of seating	Glasdon UK Limited	S	585.00	117.00	702.00
273	Utilities	11/03/2024		Lloyds Bank Treasure		rates	South Gloucestershire Cour	X	1,347.30		1,347.30
274	Utilities	11/03/2024		Lloyds Bank Treasure		rates	South Gloucestershire Cour	X	2,420.15		2,420.15
275	Employers pension	11/03/2024		Lloyds Bank Treasure		Salaries	Avon Pension Fund	X	1,708.20		1,708.20
275	Salaries and Wages	11/03/2024		Lloyds Bank Treasure		Salaries	Avon Pension Fund	X	504.18		504.18
276	Software	14/03/2024		Lloyds Bank Treasure		IT software	Zoom	S	12.99	2.60	15.59
277	Cleaning	14/03/2024		Lloyds Bank Treasure		Cleaning	T Webb Window Cleaning	Z	300.00		300.00
278	Gate Security	14/03/2024		Lloyds Bank Treasure		Gate security	Securitas Security Services	S	39.88	7.98	47.86
278	Gate Security	14/03/2024		Lloyds Bank Treasure		Gate security	Securitas Security Services	S	861.30	172.26	1,033.56
279	Office Accommodation	14/03/2024		Lloyds Bank Treasure		Rent	South Gloucestershire Cour	Z	875.00		875.00
280	Travel - Clerk	14/03/2024		Lloyds Bank Treasure		Clerk's expenses	Angela Hocking	Z	4.46		4.46

Created by Scribe

Downend & Bromley Heath Parish Council

9 April 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
281	Equipment	14/03/2024		Lloyds Bank Treasure		Office equipment	The photo ID Card People	S	135.99	27.20	163.19
282	Equipment	14/03/2024		Lloyds Bank Treasure		Office equipment	Amazon	S	10.40	2.08	12.48
283	Projects	15/03/2024		Lloyds Bank Treasure		CIL	South Gloucestershire Cour	S	2,969.33	593.87	3,563.20
284	Repairs and Maintenance	15/03/2024		Lloyds Bank Treasure		Christmas	South Gloucestershire Cour	S	2,221.35	444.27	2,665.62
285	Support Costs and Developmer	15/03/2024		Lloyds Bank Treasure		Website	WADAEC	Z	60.00		60.00
286	Support Costs and Developmer	18/03/2024		Lloyds Bank Treasure		Website	WADAEC	Z	224.97		224.97
287	Subscriptions	18/03/2024		Lloyds Bank Treasure		Subscription	Gloucestershire Playing Fiel	X	100.00		100.00
288	Shred it	20/03/2024		Lloyds Bank Treasure		Stationery	KN Office Supplies	S	25.00	5.00	30.00
289	Utilities	20/03/2024		Lloyds Bank Treasure		Election costs	West Mercia Energy	L	44.79	2.24	47.03
289	Utilities	20/03/2024		Lloyds Bank Treasure		Election costs	West Mercia Energy	L	64.92	3.25	68.17
290	Postage	22/03/2024		Lloyds Bank Treasure		Postage	Post Office Ltd	E	17.80		17.80
291	Building of new pavilion	28/03/2024		Lloyds Business Bank		KGV Pavilion Constructed	Wernick	S	737,945.00	147,589.00	885,534.00
292	Building of new pavilion	27/03/2024		Lloyds Business Bank		Bank Charges	Lloyds Bank	X	30.00		30.00
293	Support Costs and Developmer	27/03/2024		Lloyds Bank Treasure		Website	123 Reg	S	119.90	23.98	143.88
294	Other	27/03/2024		Lloyds Bank Treasure		KGV Pavilion Constructed	Amazon	S	26.62	5.34	31.96
295	Other	27/03/2024		Lloyds Bank Treasure		KGV Pavilion Constructed	Amazon	S	26.62	5.34	31.96
								Total	**785,570.19**	**152,045.42**	**937,615.61**