



## DOWNEND & BROMLEY HEATH PARISH COUNCIL

Mr Kevin Spratt, Clerk to the Council,  
Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
Tel No: 0117 9567001 / E-mail: [clerk@dbhparishcouncil.co.uk](mailto:clerk@dbhparishcouncil.co.uk) / [www.dbhparishcouncil.uk](http://www.dbhparishcouncil.uk)

You are hereby summoned to attend a meeting of Downend & Bromley Heath Parish Council at  
**Badminton Road Methodist Church,**  
**Badminton Road, Downend, Bristol BS16 6NU**  
**on Thursday 18 April 2024, 6.30pm**

Items from the public, if notified to the Clerk of the Council by 12 noon on Wednesday 17 April 2024 will be heard. Any resident of the Parish can address the Council (for no more than 5 minutes) on one agenda item only, make a statement or present a petition. A restriction on the time made available for these items will be at the discretion of the Chair on referral to the Council Members.

*K Spratt*  
Mr Kevin Spratt  
Clerk to the Council

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions:  
*Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder,  
Health & Safety and Human Rights.*

### Emergency Evacuation Procedure

**In the event of a fire alarm or other emergency, please exit the building via the nearest marked fire exit or safest evacuation route. Please meet at the designated assembly point outside the building.**

OPENING			
222.1	Welcome	Chair	As required
222.2	Apologies	Clerk	
222.3	Declaration of Interests under The Localism Act 2011	Chair	
PUBLIC, POLICE & PRESENTATIONS			
222.4	Items from the Public	Chair/Public	As required
222.5	Items from the Police	Chair	As required
MINUTES & URGENT ACTIONS			
222.6	Approve Minutes of Meeting held on 21 March 2024	Chair	5 minutes
222.7	Matters Arising and ongoing issues: 1. Water leak King George playing fields.	Clerk	As required

	<ul style="list-style-type: none"> <li>2. Confirm that there are no conflicts of interest with BDO LLP, as the auditors.</li> <li>3. King George Pavilion funding and licence</li> <li>4. Skate Park</li> </ul>		
222.8	Urgent Actions	Clerk	As required
<b>REPORTS &amp; PROPOSALS FROM COMMITTEES AND WORKING GROUPS / MATTERS FOR DISCUSSION</b>			
222.9	Vacancies x 1 Downend Ward	Clerk	5 minutes
222.10	<p><b>Finance and General Purposes</b></p> <p>222.10.1 Payment of accounts</p> <p>222.10.2 Account balances</p> <p>222.10.3 Recommendations from Committee meeting held on 04.04.24:</p> <ul style="list-style-type: none"> <li>a) Banking arrangements update.</li> <li>b) To approve Funding request £200 MS Therapy Centre)</li> <li>c) To approve Funding request £300 Great Western Air Ambulance.</li> <li>d) To accept quote for Spring cleaning notice boards and bus shelters £1040</li> <li>e) To accept quote for Westerliegh Public Conveniences £387.</li> <li>f) To accept quote Prestige grounds yearly maintenance £10,500</li> <li>g) To accept quote DB Properties safe closure of King George Pavilion</li> <li>h) To accept quote DB Properties electrical certification of Bromley Heath Pavilion</li> <li>i) LCNP funding request £1000</li> <li>j) Agree to purchase 1 monitor for Clerk.</li> <li>k) Agree to renew 5 years web site £119.20.</li> <li>l) In Bloom £1444.80 purchase request</li> <li>m) To accept quote DB Properties for PAT testing £65 + £1 per item</li> <li>n) Renew ALCA membership £1754.78.</li> <li>o) To accept quote from Safe-environment £837.00 remove asbestos</li> <li>p) To note all other matters contained within the Finance minutes from 04.04.24</li> </ul>	Clerk	10 minutes
222.11	<p><b>Planning Committee</b></p> <p>To note the decisions made by the committee at meetings 16 March and 2 April.</p>	Cllr Phil Abbott	5 minutes
222.12	<p><b>Working Group Reports &amp; Proposals</b></p> <p>Councillors confirm acceptance of any working groups' reports:</p> <p>222.12.1 Sports Pitches Working Group</p> <p>222.12.2 Bromley Heath Pavilion Refurbishment working group.</p> <p>222.12.3 Christmas Lighting Working Group</p> <p>222.12.4 Downend Partnership Meeting</p> <p>222.12.5 Local Climate &amp; Nature Action Plan Working Group</p> <p>222.12.6 Downend Voice</p>	<p>Cllr Ben Burton</p> <p>Cllr Matt Pitts</p> <p>Cllr Matt Pitts</p> <p>Cllr Janet Biggin</p> <p>Cllr Stephen Pick Clerk</p>	15 minutes
222.13	<p><b>Review Working Group Matters and New Issues</b></p> <p>Councillors to decide if any matters need referring to working groups, future full council meetings or objectives need changing</p>	Chair	5 minutes
222.14	<p><b>South Gloucestershire Council</b></p> <p>Councillors to consider verbal reports from South Gloucestershire Councillors</p>	South Glos. Councillors	5 minutes
<b>PROPOSALS</b>			
222.15	<p>222.15.1 Recruitment of admin assistance</p> <p>222.15.2 Bleed kits</p>	Chair	10 minutes
<b>COUNCILLORS CONCERNS</b>			
222.16	Councillors to raise any urgent concerns	Full Council	5 minutes

**MEETING CLOSES**