

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF FULL COUNCIL MEETING HELD

Thursday 19<sup>th</sup> September 2024

### **Present:**

Members: Councillors Janet Biggin, Ben Burton, Mike Richards, Matt Pitts, Phil Abbott, Jacky Dockerty, James Griffiths, Steve Pick and Sam Burch.

Officers: Kevin Spratt

1. Member of the public

### **226.1 WELCOME**

Councillor Biggin welcomed everyone to the meeting.

### **226.2 APOLOGIES**

Cllr Raj Sood

Cllr Dave Somers

Cllr Terry Meech Didn't attend.

### **226.3 DECLARATIONS OF INTEREST**

Received from:

Cllr Ben Burton (Downend Saints, South Gloucestershire Councillor)

Cllr Phil Abbott (Web Site)

### **226.4 ITEMS FROM THE PUBLIC**

**Oakdale Community Lifesavers** - Member of the public shared a presentation with the Council and requested support with funding £1705 + £100 extra pads for 2 defibs on Oakfield Road. Councillors discussed and recommended speaking with SGC regarding planning and funding. London Hearts is offering support with funding. Look to add bleed kits to the new Defibs. Contact Heathfest to see if they can support at their next festival with fund raising. Councillors held discussions regarding locations and funding amount.

**ACTION – Add article to Downend Voice, Fiona to confirm article. Proposed £600 - seconded and agreed.**

### **226.5 ITEMS FROM THE POLICE**

Sam PCSO shared update with the Councillors. (Appendix1) 4 weekly meetings at the Co-Op being very successful Councillors requested for information regarding youth violence in the area.

### **226.6 APPROVE THE MINUTES OF THE MEETING HELD 20<sup>th</sup> June 2024**

**RESOLVED** that the Minutes of the Council meeting held on 20<sup>th</sup> June are approved as a true and accurate record. These were subsequently signed by the Chair.

### **226.7 MATTERS ARISING AND ONGOING ISSUES**

### **226.8 URGENT ACTIONS**

## 226.9 FINANCE & GENERAL PURPOSES

**226.9.1 - Payment of Accounts – See Appendix 2.**

**RESOLVED to authorise all payments.**

**226.9.2 Account balances –** On 4<sup>th</sup> September 2024, the total of the Parish Council's accounts where: - See **Appendix 3**

Treasurers Account	£185,779.21
Account 2	£744,618.54
Account 3	£33,353.36
Total	£963,751.11

### **226.9.3 Recommendations from Committee meeting held on 5<sup>th</sup> September 2024:**

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

- a) External Audit – The External Auditor's Report and Certificate 2023/24 has now been received. They confirm that no matters have come to their attention giving cause for concern and that the Annual Governance and Accountability Return is in accordance with proper practices. The Clerk will prepare the Notice of Conclusion of audit, which details the rights of inspection, which will be published on the Council's website.

**ACTION – Clerk to publish the audit notice for a period of a minimum of 14 days starting from 20th September 2024, both electronically and hard copy.**

- b) Assistant Clerk update – Staffing Committee completed 3 interviews and would like to offer Christine Deniro the role with 12 hours per week SLC 17. Contract has been reviewed and agreed with Staffing Committee, starting date 1st October. New laptop has been set up, uniform to be ordered once Christine has started.

**ACTION – Noted**

- c) Grant Request Armed Forces Day - Grant has been received from South Gloucestershire Armed Forces Day to support with 100th Anniversary of the Staple Hill and District branch of the Royal British Legion. Finance committee recommend a £200 grant.

**ACTION – Agreed to grant £200.**

- d) Grant Request Pauls Place – Grant has been received from Pauls Place requesting £1,456.63 to support with activities and day trips for the 7 members for D&BH Parish. Finance committee recommend a £500 grant.

**ACTION – Agreed to grant £500.**

- e) Grant Request D&BH Community Carol service – Requesting £300 towards the band and refreshments.

**ACTION – Agreed to grant £300.**

**ACTION – Clerk to request information for each grant agreed so this can be shared with the community – need to determine best way to advertise this.**

- f) Risk Management - All Risk Management documents were circulated, with the finance committee and reviewed.

**RESOLVED that the authority has assessed all significant risks to achieve its objectives and reviewed the adequacy of arrangements to manage these. Appropriate steps to manage risk have been taken, therefore ensuring that all risk management is adequately covered.**

- g) Agree Christmas Quotes – Quote from Frenchay Christmas Tree’s for 3x trees has been received for £720 + Vat including delivery, this has increased due to the support required in putting the trees up. SGC have quoted £3813.78 + Vat for 1 tree fully installed. Quote has been received from Bristol sound systems for the £268.00. The budget £13,500 should be increased to £17,500 this is to consider any extra repairs and work required. Councillors held a discussion.

**ACTION – Agreed to quotes and increase the budget for this year. Clerk and Councillors to review the budgets for upcoming years.**

- h) Remembrance Day Wreath Order – Councillors reviewed the options of wreaths and agreed to purchase £20.

**ACTION – Clerk to place order for wreaths with the British Poppy Appeal.**

- i) Note Minutes from Finance Committee Meeting 5<sup>th</sup> September 2024.

**ACTION – Noted.**

## **226.10 PLANNING COMMITTEE**

Cllr Abbott shared that the planning committee had held 3 planning meetings and reviewed 12 applications.

## **226.11 WORKING GROUP REPORTS & PROPOSALS**

**226.11.1 Sports Pitches Working Group (SPWG)** – Clerk shared presentation with updates. Demolishing of the site has been completed. The groundworks started on the 9<sup>th</sup> September and should be completed by the 22<sup>nd</sup> November. However there have been issues regarding the site position and boundary lines, Clerk has challenged this, and the building will be moved across. Pavilion build timeline has moved by 2 weeks due to supply issues with the contractor’s, new start date is 11<sup>th</sup> November after the Downend firework display with the building being handed over on the 6<sup>th</sup> December. The tree behind 71 Sutherland Avenue has been reviewed by the Clerk and SGC officers and the tree is deemed to be on the property of 71 Sutherland Avenue the Clerk has met and agreed to the cutting of the tree with the residents. Clerk updated regarding correspondents from 85 Sutherland Avenue regarding fencing and screening request from 15/07/2021, Clerk shared new plans with Councillors and will update residents once that stage of the project starts.

Current project cost has increased to £1,490,296.40 this is due to £43,026.00 of extra costs. There are still some outstanding costs to be added. Parish appointed Solicitors THRING’s have received instructions from both SGC and Football Foundation regarding the new deeds and licences, they will confirm once completed; a prepayment of £2,460 has been made to THRING’s. The Parish can’t make any claims for the Football Foundation grant until the new deeds and licences have been completed.

Quote from SGC for weekly inspections of the play areas, Badminton Road play area = £68.35 + VAT x 52 weeks = £3,554.20 + VAT. King George V play area = £68.35 + VAT x 52 weeks £3,554.20 + VAT. Total = £7,108.40 + VAT. Clerk recommended looking at employing a Caretake to undertake the checks along with day to day running of the Pavilion. A training course for inspecting the play areas can be obtained for £760.00 this includes; daily, weekly, monthly, and yearly checks. Councillors held a discussion.

Meeting will be held on the 26<sup>th</sup> September 2024 at 10am at the KGV site with Ozzie Fox (Groundworker), Keith Stockburn (AP for lift plan), Paul Waddington (Electrical contractor), Darryl Skelton (Haulier), Mike Edwards (Wernick Project manager), John Langdon, Clerk. To review current progress and time plans.

**ACTION - Cllr Burton will speak with SGC regarding the delays with the solicitors.**

**226.11.2 Clerk requested confirmation from the Councillors regarding:** Councillors reviewed and held discussions then agreed to the following actions. Agreed for an extraordinary meeting to be held on the Monday 30<sup>th</sup> September 2024 at 7PM. Clerk to book room.

- a. Opening days and times for the Pavilion?

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- b. Call out process, Clerk has received a quote from Chubb for £3744.90 per year to monitor CCTV, fire alarms and intruder alarms. £595 per year for call outs this included 3 false within a 12-month rolling year. The contract takes up to 3 months to put in place.

**ACTION - Councillors have requested to obtain a 2<sup>nd</sup> quote by Wednesday 23<sup>rd</sup> September 2024. If 2<sup>nd</sup> quote is not received before this date then go ahead with the original quote.**

- c. Yearly maintenance including Pat testing, A/C heating, EV chargers, weekly fire tests, etc to tender out or employ a caretaker?

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- d. EV charging point – To be subcontracted or ran by the council?

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- e. Office Equipment – Agree to budget including Chairs, desks, projector, tables, etc Clerk to confirm if CIL funding can be used.

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- f. Hiring out rooms - Will there be criteria to using the meeting room? Cost and security of the building?

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- g. Sports Prices – Price review

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- h. Café – No interest in the site, consideration to employing staff?

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- i. Lockers – Clerk suggests council consider Amazon/Pickup lockers to be put on site?

**ACTION - Clerk to investigate options.**

- j. Opening Day plan?

**ACTION - To be agreed at extraordinary meeting on the 30<sup>th</sup> September 2024.**

- k. Access control system - The original ordered access system has since become obsolete, new system has been offered. Councillors reviewed new system and deemed it to be excessive.

**ACTION - Agreed for card control system to be put in place.**

**226.11.2 Bromley Heath Pavilion Refurbishment Working Group –** Updated that the set of fire extinguishers are on site and have been commissioned. Downend Saints have cleared rubbish from the toilet area. Portable toilet has been taken off hire.

**226.11.3 Christmas Lighting Working Group –** Updated 4 trees being delivered at Horse Shoe Pub, Cleevewood shops, Michael Nicholas and Bromley Heath on the 18<sup>th</sup> November 2024. Electrician checking all lights and switches from week commencing 23<sup>rd</sup> September 2024, will update on any repairs required. Switch On will be on the 22<sup>nd</sup> November 2024 starting at 5.30pm with band playing, the lights will be turned on at 6pm and the band will play for 30 mins after.

**ACTION – Noted**

**226.11.4 Downend Partnership Meeting –**

**226.11.5 Local Climate & Nature Action Plan Working Group –** Committee shared their LCNAP Pollinators plan which they have been compiling with Kerri Watson. The group would like to explore the hedge by the football pitches and the Skatepark area. The group would like D&BH Parish Council to declare an emergency for local climate, several authorities have already declared including South Gloucestershire.

**ACTION – Article to be added to the Downend Voice.**

**226.11.6 Staffing Committee -**

**Clerks contract review –** Staffing committee met and put forward updating the Clerks Contract in line with ALCA recommendations regarding sick pay.

**ACTION – Agreed to new T&Cs for clerk.**

## **226.12 REVIEW WORKING GROUP MATTERS AND NEW ISSUES**

**ACTION – No update**

## **226.13 SOUTH GLOUCESTERSHIRE COUNCIL**

**ACTION – No update**

**226.14 PROPOSALS**

**ACTION – No update**

**226.15 COUNCILLORS CONCERNS**

Clerk shared that Councillor Jacky Dockerty will be stepping down from the Parish Council after Christmas.

**Chairman**

**Date**



Avon and Somerset Police  
NEIGHBOURHOOD POLICING

# Downend and Bromley Heath update

**PARISH COUNCIL REPORT**

September 2024

## Community Engagement

With the start of the new academic year we have recommenced our patrols at schools throughout Downend and Bromley Heath to check for safe parking and to engage with the children and their parents. Regular patrols at Downend Secondary School and Pathways Learning Centre have enabled us to develop good working relationships with the staff and become familiar faces to the students.

We continue to hold four-weekly Talk to Us events in the Co-op which have proved to be very successful. The next one will be on Saturday 5<sup>th</sup> October from 10-11:30am. We aim to continue this with 4 weekly events which will be advertised as widely as possible in future.

Avon and Somerset Police are promoting a community safety scheme run by South Gloucestershire Council. It enables residents to share their worries or concerns regarding their safety in the local community. This can be accessed through the following link:

[www.southglos.gov.uk/CommunitySafetySurvey](http://www.southglos.gov.uk/CommunitySafetySurvey)

We also have the Street Safe scheme which allows members of the public to highlight areas where they feel unsafe in the community. More details about the scheme, and a QR code to access it, are included at the end of this report.

## Business Engagement

Reports of shoplifting are rising in both Co-op and Sainsburys in Downend. A few reports have been received from the Pharmacy in Downend but no other small shops appear to be targeted. High visibility patrols of the shopping area, both in police cars and on foot, will be increased in the coming months to act as a deterrent. We will be discussing the impact of these patrols with local businesses that have been targeted by shoplifters to determine the most appropriate times for the patrols.

## Local priorities

### Community Engagement:

We have been attending numerous local coffee mornings and youth groups. As mentioned previously, if you are aware of a local group that would like a visit, please contact us through the Avon and Somerset Police website.

### Reduction in shop-lifting incidents:

We are working closely with local shops to provide increased patrols and engage with staff to ensure that we are aware of shop-lifting incidents and can take steps to identify offenders.

## Useful Contacts

Report every crime; every report helps us to help you. We can't solve an issue if we don't know it's happened.

- Scan the left for online reporting
- Scan the right to meet the Neighbourhood Policing team



Our Neighbourhood Policing team is based at Staple Hill police station and covers Downend, Bromley Heath, Frenchay, Cheswick Village, Stoke Park and Scholars Chase.

Community is at the heart of our policing, and we want to know about any issues or problems that are taking place in our area, in order to be able to keep everyone safe. We are often out and about in the community, so please do come and speak to us when you see us. Also, if you would like us to attend any community events, please do let us know in advance.

## Keep up to date

Facebook is a great way to keep up to date with your local Neighbourhood Policing team. We do post about incidents that have taken place, the work we do in the area or any events we will be attending.

Follow us on: **South Gloucestershire Neighbourhood Policing**

## Street Safe

StreetSafe is a service that allows you to report safety concerns in public places without giving us your name (anonymously). This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

Please note: StreetSafe is not for reporting crimes or emergencies. If you witness a crime or emergency, please call the police on 101 or report a crime online. If you're unsure whether something is a crime or not, read our advice.

Examples of situations that should be reported to StreetSafe include a poorly lit alleyway that makes you feel unsafe or a park with broken equipment that poses a safety hazard.

**STREETSAFE**

If there is a public place where you have felt unsafe, tell us where and why.

Anonymously flag areas on a map where you don't feel safe.



Appendix 2

19 September 2024 (2024-2025)

**Downend & Bromley Heath Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
161 Cleaning	04/09/2024		Lloyds Bank Treasur		Cleaning	T Webb Window Cleaning	X	368.00		368.00
162 SGC Localism Contract	05/09/2024		Lloyds Bank Treasur		Localism services	South Gloucestershire Cour	S	1,080.03	216.01	1,296.04
162 SGC Localism Contract	05/09/2024		Lloyds Bank Treasur		Localism services	South Gloucestershire Cour	S	2,198.97	439.79	2,638.76
163 Equipment	05/09/2024		Lloyds Bank Treasur		Office equipment	HP Store	S	599.99	120.00	719.99
164 Salaries and Wages	20/09/2024		Lloyds Bank Treasur		Salaries	Kevin Spratt	Z	2,963.22		2,963.22
165 Employers pension	20/09/2024		Lloyds Bank Treasur		Pension costs	Avon Pension Fund	Z	1,175.49		1,175.49
166 Telephone and Broadband	09/09/2024		Lloyds Bank Treasur		Telephone and broadband	SMARTY	X	10.00		10.00
167 Equipment	11/09/2024		Lloyds Bank Treasur		Pavilion Building Control	Alide Hire Services	S	52.81	10.56	63.37
168 Printing and Stationery	10/09/2024		Lloyds Bank Treasur		Stationery	Shaw & Sons Limited	S	156.00	31.20	187.20
169 Donations	06/09/2024		Lloyds Bank Treasur		Donation	Heritage sheds and fencing	S	26.98	5.40	32.38
170 Open Spaces	11/09/2024		Lloyds Bank Treasur		Open spaces repairs	South Gloucestershire Cour	Z	387.00		387.00
171 Project Manager	09/09/2024		Lloyds Bank Treasur		Pavilion Building Control	JPL Construction Projects	Z	2,966.00		2,966.00
172 External Audit Fees	12/09/2024		Lloyds Bank Treasur		Audit fees	BDO LLP	S	1,680.00	336.00	2,016.00
173 Software	13/09/2024		Lloyds Bank Treasur		Subscription	Zoom	S	12.99	2.60	15.59
174 Travel - Clerk	20/09/2024		Lloyds Bank Treasur		Clerk's expenses	Kevin Spratt	Z	36.09		36.09
175 Equipment	20/09/2024		Lloyds Bank Treasur		Pavilion Building Control	JK Electrical Services	Z	500.00		500.00
176 Support Costs and Development	16/09/2024		Lloyds Bank Treasur		Website	WADMEC	Z	60.00		60.00
<b>Total</b>								<b>14,273.57</b>	<b>1,161.56</b>	<b>15,435.13</b>

**Downend & Bromley Heath Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 04/09/2024</b>		
	Cash in Hand 01/04/2024		673,762.30
	<b>ADD</b> Receipts 01/04/2024 - 04/09/2024		395,393.07
	<b>SUBTRACT</b> Payments 01/04/2024 - 04/09/2024		1,089,155.37
			116,581.56
	Cash in Hand 04/09/2024 (per Cash Book)		<b>952,573.81</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 04/09/2024	0.00	
	Lloyds Bank Treasurers Account 04/09/2024	185,779.21	
	Lloyds Business Banking No. 2 acc 04/09/2024	744,618.54	
	Lloyds Business Banking No. 3 acc 04/09/2024	33,353.36	
	HSBC Business Money Manager A 04/09/2024	0.00	
			<b>963,751.11</b>
Less unrepresented payments		11,177.30	
		<b>952,573.81</b>	
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>952,573.81</b>	
	<b>A = B Checks out OK</b>		