

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF FULL COUNCIL MEETING HELD

Thursday 16 June 2022

### **Present:**

Members: Councillors Mike Baker, Janet Biggin, Isabella Browne, Ben Burton, Jon Hunt (Chairman), Sheila Ottewell, Raj Sood and Alvis West.

Officer: Angela Hocking.

One member of the public.

### **203.1 WELCOME**

Cllr Jon Hunt welcomed everyone to the meeting.

### **203.2 APOLOGIES**

Accepted from Cllr Phil Abbott, Cllr James Griffiths, Cllr Colin Ogden, Cllr Matt Pitts and the Police.

### **203.3 DECLARATIONS OF INTEREST**

Received from Cllr Ben Burton re. South Gloucestershire Council; Downend Saints FC.

### **203.4 ITEMS FROM THE PUBLIC**

No report.

### **203.5 ITEMS FROM THE POLICE**

A report detailing information on Talk to Us events, bike marking, community engagement and crime statistics was circulated to members and **noted**.

### **203.6 PRESENTATION FROM JANE HUGHES, OPERATIONS MANAGER, NEW WORK TRUST CO LTD**

The Operations Manager for Station Road workshops addressed the meeting and promoted the workshops, which currently have several vacancies. New Work Trust is keen to support small and medium sized local businesses. Members were encouraged to visit the premises and explore the facilities on offer.

### **203.7 TO APPROVE THE MINUTES OF THE MEETING HELD ON 19 MAY 2022**

**RESOLVED** that the Minutes of the Council meeting held on 19 May are approved as a true and accurate record. These were subsequently signed by the Chairman.

### **203.8 MATTERS ARISING AND ONGOING ISSUES**

Page 3 – BROMLEY HEATH POND – Digs have been undertaken by Wessex Water to the surface water outfall sewer that leaves the pond. These digs have shown several partial collapses. Further CCTV works are progressing. In terms of the outfall of the pond, this is a Wessex Water responsibility to repair and maintain and they have a scheme in mind which they consider will prevent the outfall blocking regularly. As no dogs have been reported becoming ill of late, SGC do not intend to place signage at the site.

Page 6 – CHRISTMAS LIGHTING – Cleeve Wood Road Shops Committee has confirmed that they have no objection to a Christmas tree being installed in the shopping area at Cleeve Wood.

Page 6 – FRIENDS OF BROMLEY HEATH PLAYING FIELDS - Clerk has been in contact with the previous Chairman of the group who explained that nothing has really been done on the park for a couple of years primarily due to lack of support. She would now like to take a step back and let someone else run the group although still be involved and help where she can. Cllr Browne also reported the need for this group to be revitalised as she is often finding debris/flytipping.

**ACTION - Clerk will request that the current Chairman of the group calls a meeting to move things forward. This could be advertised in the Bromley Heath Schools newsletter.**

Page 7 – ROAD MARKINGS AT BROMLEY HEATH SCHOOLS – SGC has acknowledged receipt of the Parish Council’s road marking report, which will be investigated.

Page 7 – POLICE PATROLS – The PCSOs for the area are aware of the traffic problems during drop off times at the schools and have been carrying out active patrols. They are also aware of parking on double yellow lines, for which the Police has no jurisdiction to act, so help has been requested from Traffic Enforcement Officers. They consider that the situation has improved as they have engaged with the drivers and explained the risks. As they cover eight schools, they try to help as often as they can.

Page 7 – TRAFFIC SIGNALS – The lighting sequence at the junction of Bromley Heath Road / Quakers Road has been assessed and an issue found, which has been rectified. Cllr Burton explained that this can be included as part of the ring road consultation.

BUS SHELTER TIMETABLE CASES have been updated and installed free of charge at 11 locations around the parish by the West of England Combined Authority.

### **203.9 URGENT ACTIONS**

No report.

### **203.10 FINANCE & GENERAL PURPOSES**

**203.10.1 Payment of Accounts – See Appendix 1.**

**RESOLVED to authorise all payments.**

**203.10.2 Account balances –** On 9 June 2022, the total of the Parish Council’s accounts amounted to £1,103,329.43.

**203.10.3 Recommendations from Committee meeting held on 1 June 2022:** The following recommendations were put forward by the committee and subsequently voted on by Council:

- **SCRIBE ACCOUNTING SOFTWARE:** Clerk has raised a couple of queries, namely (i) submitting the quarterly VAT return and (ii) whether Scribe provides automatic bank feeds. In respect of (i), the process is nearly identical it seems with that of Xero. However, in respect of (ii), at this point in time Scribe is not developing towards this feature. Following a proposal by Cllr Biggin, seconded by Cllr Burton,

**AGREED to utilise Scribe accounting software and sports pitches booking facility at a cost of £1,518.**

**AGREED to accept the quotation from Fiona Thornton to support the setting up of Scribe software at £25 per hour.**

- Charges at the Playing Fields have been reviewed.  
**AGREED to retain the current charging structure for the use of the playing fields throughout 2022/23 and 2023/24. Clerk will advise all user groups of specific charges and explain that VAT will be charged at King George V / Badminton Road Playing Fields for all bookings since the Council has Opted to Tax this site.**
- Planning application for Bromley Heath Playing Fields – Although F&GP Committee recommended moving forward with Cerda Planning to submit two applications, one for the existing container and one for the new proposed container, the Treasurer of Downend Men in Sheds has offered to help in this matter, at no charge to the Parish Council. After discussion,  
**AGREED to appoint Cerda Planning to seek planning permission for the two containers at Bromley Heath Playing Fields in the sum of £2,150. It is noted that planning permission will also be required for the container at Downend Library, which the Clerk will review in due course.**
- **AGREED to approve a grant application from The Brightwell and support them with a £350 donation.**
- **AGREED to accept a movement in Parish Council Reserves by adding £4,000 to the Election Reserves, in readiness for the 2023 elections.**
- **AGREED to purchase the 13<sup>th</sup> edition of Local Council Administration costing £137.**
- **AGREED to proceed with the binding of Parish Council Minutes (5<sup>th</sup> volume) at £124 plus a courier fee of £18.**

### **203.11 PLANNING COMMITTEE**

Comments made to SGC were duly **NOTED**. It seems that there have been some IT issues with uploading responses to the planning website, but it appears this has now been resolved.

### **203.12 WORKING GROUP REPORTS & PROPOSALS**

**203.12.1 Sports Pitches Working Group (SPWG)** – Additional drawings were shown to members to satisfy the Conditions of the planning permission:

- . LP\_01 - REVA' and '... LP\_02 - REVA' remain unchanged other than for a minor change for the overflow parking
- '... LP\_03' is a new drawing that includes the gate, fence, bin store, and cycle store details
- Tree Protection Plan and Arboricultural Method Statement

**NOTED that these documents have been submitted to South Gloucestershire Council.**

**203.12.2 Bromley Heath Pavilion Refurbishment sub-group** – Following a report from Cllr Ottewell and a unanimous vote by members,

**AGREED to engage a local EPC commercial evaluator to establish the current rating position of the Bromley Heath pavilion and identify cost effective improvements to bring the pavilion to the required level, the cost for which is anticipated to be in the region of £300.**

**NOTED that the working group will modify the refurbishment plan appropriately following these results.**

**203.12.3 Christmas Lighting Working Group** – A schedule of proposed plans for the High Street and Cleeve Wood were outlined to members, all of which will fall within the available budget of £15,000:

- Installation of live trees at the two previous locations in Downend High Street, with an additional tree at Cleeve Wood shops.
- Power for the Cleeve Wood tree has been agreed by SGC for one year only from the adjacent lighting column.

- Price will be obtained for a 20ft tree for Cleeve Wood and a sturdy pot to contain the tree.
- The standard lights previously used on the Downend tree will be utilised for the Cleeve Wood tree.
- Three quotations are being obtained for all electrical works required.
- Proposal to wrap white lights around the trunks of the live trees in Downend High Street. Anticipated cost £1500 and will be installed by volunteers.
- Permission is sought from London & Cambridge to drape festoon lighting along The Willows.
- Quotation to be obtained for installation of lights in the two Downend Christmas trees and tree at Cleeve Wood.
- Ideas for a small-scale event are being explored.

**The report was NOTED and AGREED.**

**203.12.4 Bristol East Fringe Cycling & Walking Group – No report.**

**203.12.5 Downend Partnership Meeting – Meeting to be held on 22 June.**

**203.12.6 Downend Voice - Ideas for articles to be included in the upcoming editions were considered:**

- Article on the Friends of Bromley Heath Playing Fields
- Traffic schemes in the area
- Trimming hedges so they are not hanging over garden walls etc, and being considerate to adjacent neighbours' properties/gardens

The Local Council Award Scheme (Gold) could be considered by the new Council in 2023.

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

**FRIENDS OF LEAP VALLEY –** Cllr Browne advised that graffiti has appeared on the sign of the play area and the adjacent bin. Whilst successfully removed from the sign, it remains on the bin. This brings about other issues of graffiti at the entrance to King George V on Westerleigh Road. Cllr Browne would like D&BH PC to think about how to deter such acts, ie, some removable stickers that could be applied to areas explaining where the money comes from for the removal of graffiti.

**MEMORIALS –** The Friends of King George V have been approached about having a memorial tree or bench at King George V Playing Fields. It has been suggested that if a tree is planted that a memorial plaque is put on the ground. If a bench, they wonder if they could have two separate plaques on it for two relatives who lived locally, and now passed away. Clerk has spoken to the Chair of the Friends who agree that plaques on the ground would not be suitable in view of mowing. Also, if agreement is given to one bench or tree, then more requests are likely to come forward, just when lots of trees will be planted in the autumn by SGC as Ash replacements.

**AGREED to include this matter on July's Council agenda for discussion.**

### **203.14 SOUTH GLOUCESTERSHIRE COUNCIL**

Cllr Burton outlined proposals for a slip road into the Mangotsfield Recycling Centre. Investigations into road safety outside Downend School continue.

### **203.15 TO APPROVE A FEE PROPOSAL FROM JOHN LANGDON, PROJECT MANAGER, IN RESPECT OF THE PAVILION PROJECT AT BADMINTON ROAD / KING GEORGE V PLAYING FIELDS**

Following discussions in May (Minute 202.16.1 refers), a Fee Proposal from John Langdon was circulated to members in respect of project managing the development at King George V Playing Fields. This illustrates a

fixed management fee of £17,800 to be paid monthly in equal payments over the duration of the contract period. After discussions and a vote by members of the Council,

**RESOLVED to accept the fee proposal, all as detailed above, from John Langdon.**

- **203.16 TO AGREE THE WAY FORWARD IN RELATION TO THE 2022 DOWNEND ROUND TABLE (DRT) FIREWORK EVENT AT BADMINTON ROAD / KING GEORGE V PLAYING FIELDS**

A meeting with members of the DRT was held prior to the Full Council meeting when all aspects of the proposed event were discussed. Members deliberated and explored various options in view of any potential building works or demolition which may be going on at that time. In answer to the three main questions raised by DRT:

- Access and egress via the Sutherland Avenue entrance will be made available.
- Vehicles will have access through the gate between the children's play area and the pavilion.
- There will be no requirement to move the rides or catering vans to the middle of the main football pitch.

D&BH PC will need to ensure that these stipulations are added to any contract with the building / demolition contractors and that the Project Manager is made aware.

DRT has confirmed that the ambulance can be located within the car park rather than first aid within the pavilion, and the event control station is flexible. DRT will need to update their risk policy nearer the time.

Following a proposal by Cllr Hunt, seconded by Cllr Biggin, unanimous vote,

**RESOLVED that the annual Downend Round Table firework event will proceed in 2022, as detailed above. Clerk will advise DRT and make the necessary arrangements with SGC as leaseholders.**

#### **203.17 COUNCILLORS TO RAISE ANY OTHER BUSINESSES OR URGENT CONCERNS**

- **Town and Parish Councils Youth Activities Offer recommissioning engagement event on 30 June** will be attended by Cllrs Biggin and Browne. Members were asked to contact the clerk if interested in attending.

*Meeting closed at 8.30pm.*

**Chairman**

**Date**

# Payable Invoice Detail

## Downend & Bromley Heath Parish Council For the period 20 May 2022 to 30 June 2022

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL
<b>Angela Hocking</b>					
Travel expenses	1	7.4400	-	7.44	7.44
<b>Total Angela Hocking</b>	<b>1</b>		<b>-</b>	<b>7.44</b>	
<b>Avon Pension Fund</b>					
Employees contribution @ 6.8%; month 3	1	264.4200	-	264.42	1,061.56
Employer contribution @ 20.5%; month 3	1	797.1400	-	797.14	1,061.56
<b>Total Avon Pension Fund</b>	<b>2</b>		<b>-</b>	<b>1,061.56</b>	
<b>Banner</b>					
White copier paper	1	19.9900	4.00	23.99	51.15
Refreshments	1	13.3000	-	13.30	51.15
Stationery	1	11.5500	2.31	13.86	51.15
<b>Total Banner</b>	<b>3</b>		<b>6.31</b>	<b>51.15</b>	
<b>BT</b>					
Broadband, landline and mobile telephone charges	1	163.1000	32.61	195.71	195.71
<b>Total BT</b>	<b>1</b>		<b>32.61</b>	<b>195.71</b>	
<b>Cerda Planning Limited</b>					
Planning consultancy fees	1	407.3000	81.46	488.76	488.76
<b>Total Cerda Planning Limited</b>	<b>1</b>		<b>81.46</b>	<b>488.76</b>	
<b>Downend &amp; Bromley Heath Parish Council</b>					
Salaries; month 3	1	2,702.7000	-	2,702.70	2,702.70
<b>Total Downend &amp; Bromley Heath Parish Council</b>	<b>1</b>		<b>-</b>	<b>2,702.70</b>	
<b>GB Sport &amp; Leisure</b>					
Purchase of quick air drying paint	5	65.5500	65.55	393.30	426.73
Delivery charges	1	27.8600	5.57	33.43	426.73
<b>Total GB Sport &amp; Leisure</b>	<b>6</b>		<b>71.12</b>	<b>426.73</b>	
<b>Google</b>					
Monthly subscription	1	64.4000	-	64.40	64.40
<b>Total Google</b>	<b>1</b>		<b>-</b>	<b>64.40</b>	
<b>Google Play</b>					
Auto-renewing subscription	1	6.6600	1.33	7.99	7.99
<b>Total Google Play</b>	<b>1</b>		<b>1.33</b>	<b>7.99</b>	
<b>HMRC</b>					
Quarter 1 tax and NI payment	1	4,177.3600	-	4,177.36	4,177.36
<b>Total HMRC</b>	<b>1</b>		<b>-</b>	<b>4,177.36</b>	
<b>Ignite Life</b>					

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL
Donation	1	500	-	500.00	500.00
<b>Total Ignite Life</b>	<b>1</b>		<b>-</b>	<b>500.00</b>	
<b>New Enclosure</b>					
Clearance of Conditions attached to Planning Permission	1	2020	-	2,020.00	2,020.00
<b>Total New Enclosure</b>	<b>1</b>		<b>-</b>	<b>2,020.00</b>	
<b>Planning Portal</b>					
Planning application fee	1	116	-	116.00	148.20
Service charge	1	26.8300	5.37	32.20	148.20
<b>Total Planning Portal</b>	<b>2</b>		<b>5.37</b>	<b>148.20</b>	
<b>Plantscape</b>					
Planting scheme in Downend (ref. Downend & Bromley Heath in Bloom as part of annual donation)	1	5921	1,184.20	7,105.20	7,105.20
<b>Total Plantscape</b>	<b>1</b>		<b>1,184.20</b>	<b>7,105.20</b>	
<b>Prestige Grounds Ltd</b>					
Grounds maintenance charges	1	2,113.3700	422.67	2,536.04	3,976.04
Bramble clearance	1	1200	240.00	1,440.00	3,976.04
<b>Total Prestige Grounds Ltd</b>	<b>2</b>		<b>662.67</b>	<b>3,976.04</b>	
<b>Rygol Electrical Services Ltd</b>					
Removal of Christmas lighting at the side of Kustom Flooring, including tower scaffolding supply	1	440	88.00	528.00	528.00
<b>Total Rygol Electrical Services Ltd</b>	<b>1</b>		<b>88.00</b>	<b>528.00</b>	
<b>Securitas</b>					
Unlocking and locking of gates to playing fields	1	864	172.80	1,036.80	1,036.80
Keyholding; July charges	1	36.2500	7.25	43.50	43.50
<b>Total Securitas</b>	<b>2</b>		<b>180.05</b>	<b>1,080.30</b>	
<b>South Gloucestershire Council</b>					
Localism service charges for waste bin collections; April - June 2022	1	888.4800	177.70	1,066.18	3,248.14
Localism service charges for grass cutting; April - June 2022	1	1,818.3000	363.66	2,181.96	3,248.14
Tenancy at Will re; Downend Library, quarterly rent	1	875	-	875.00	875.00
<b>Total South Gloucestershire Council</b>	<b>3</b>		<b>541.36</b>	<b>4,123.14</b>	
<b>T Webb Window Cleaning</b>					
Monthly cleaning of bus shelters and notice boards	1	308	-	308.00	308.00
<b>Total T Webb Window Cleaning</b>	<b>1</b>		<b>-</b>	<b>308.00</b>	
<b>Voice News &amp; Media Limited</b>					
Full page advertisement in Downend Voice June edition	1	176	35.20	211.20	211.20
<b>Total Voice News &amp; Media Limited</b>	<b>1</b>		<b>35.20</b>	<b>211.20</b>	
<b>Wednesday Cafe</b>					
Donation to Wednesday Cafe	1	300	-	300.00	300.00
<b>Total Wednesday Cafe</b>	<b>1</b>		<b>-</b>	<b>300.00</b>	
<b>West Mercia Energy</b>					

Payable Invoice Detail

DESCRIPTION	QUANTITY	UNIT PRICE (EX)	VAT	GROSS	INVOICE TOTAL
Charges for electricity supply at Badminton Road Sports Pavilion; April 2022	1	37.4500	1.87	39.32	39.32
<b>Total West Mercia Energy</b>	<b>1</b>		<b>1.87</b>	<b>39.32</b>	
<b>Xero</b>					
Xero accounting software monthly subscription	1	26	5.20	31.20	31.20
<b>Total Xero</b>	<b>1</b>		<b>5.20</b>	<b>31.20</b>	
<b>Zoom</b>					
Charges: Standard Pro Monthly	1	11.9900	2.40	14.39	14.39
<b>Total Zoom</b>	<b>1</b>		<b>2.40</b>	<b>14.39</b>	
<b>Total</b>	<b>37</b>		<b>2,899.15</b>	<b>29,568.79</b>	