



## DOWNEND & BROMLEY HEATH PARISH COUNCIL

Mrs Angela Hocking, Clerk to the Council,  
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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 2 November 2023, 7pm**

Items from the public, if notified to the Clerk of the Council by 12 noon on Wednesday 1 November 2023 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.

*A J Hocking*

**Mrs Angela Hocking  
Clerk to the Council**

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*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.*  
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**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			
216.1	Welcome	Chair	As required
216.2	Apologies	Clerk	
216.3	Declaration of Interests under The Localism Act 2011	Chair	
PUBLIC, POLICE & PRESENTATIONS			
216.4	Items from the Public	Chair/Public	As required
216.5	Joint meeting of the Parish Council, Police & local Neighbourhood Watch groups	Chair	20 minutes

<b>MINUTES &amp; URGENT ACTIONS</b>			
216.6	Approve Minutes of Meeting held on 21 September 2023	Chair	5 minutes
216.7	Matters Arising and ongoing issues	Clerk	As required
216.8	Urgent Actions	Clerk	As required
<b>REPORTS &amp; PROPOSALS FROM COMMITTEES AND WORKING GROUPS / MATTERS FOR DISCUSSION</b>			
216.9	Vacancies – 1 x Staple Hill Ward; 1 x Downend Ward	Clerk	10 minutes
216.10	<p><b>Finance and General Purposes</b></p> <p>216.10.1 Payment of accounts</p> <p>216.10.2 Account balances</p> <p>216.10.3 Recommendations from Committee meeting held on 12.10.23:</p> <ul style="list-style-type: none"> <li>i. To agree repairs to the tarmac at the skate park totalling £539.99</li> <li>ii. To agree a grant application from Cleeve Hill Tennis Club towards a defibrillator; provision of £500 donation</li> <li>iii. To agree to provide financial support of £200 to the Warm Space Café towards food and refreshments</li> <li>iv. To agree to financially assist Downend Men in Sheds with a potential shortfall towards a shipping container of £2,500</li> <li>v. Appointment of new Internal Auditor</li> <li>vi. To note the Minutes of the F&amp;GP Committee meeting and updates contained therein</li> </ul>	Clerk	10 minutes
216.11	<p><b>Planning Committee</b></p> <p>To note the decisions made by the committee at meetings held on 3, 17 and 31 October</p>	Cllr Phil Abbott	5 minutes
216.12	<p><b>Working Group Reports &amp; Proposals</b></p> <p>Councillors confirm acceptance of any working groups' reports:</p> <p>216.12.1 Sports Pitches Working Group</p> <p>216.12.2 Bromley Heath Pavilion Refurbishment working group</p> <p>216.12.3 Christmas Lighting Working Group</p> <p>216.12.4 Downend Partnership Meeting</p> <p>216.12.5 Local Nature Action Plan Working Group</p> <p>216.12.6 Downend Voice</p>	<p>Cllr Ben Burton</p> <p>Cllr Matt Pitts</p> <p>Cllr Matt Pitts</p> <p>Cllr Biggin</p>	15 minutes
216.13	<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
216.14	<p><b>South Gloucestershire Council</b></p> <p>Councillors to consider verbal reports from South Gloucestershire Councillors</p>	South Gos. Councillors	5 minutes
<b>PROPOSALS</b>			
216.15	Following receipt of the resignation of the Parish Clerk, and after discussion by the Finance & General Purposes Committee, to appoint a Staff Recruitment Group to re-evaluate the Council's staffing structure and recruit new staff for D&BH Parish Council	Chair	10 minutes
<b>COUNCILLORS CONCERNS</b>			
216.16	Councillors to raise any urgent concerns	Full Council	5 minutes
<b>MEETING CLOSES</b>			

