

**Minutes of the Parish Council Meeting
Held on 21st February 2011 at 7.30 p.m. in The Jubilee Hall.**

Present: - Cllrs John Cutland (Chairman), Terry Hunt, Bernard Willcox, Peter Taylor, Allison Peters, Brian Lee, Hannah Richmond, Phillip Squires, Kitty Davies,

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Mike Webb (Work), Brian Davis (Holiday), Shirley Holloway (SGC), Maggie Tyrrell (SGC).

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

Although not strictly Public Participation, the following two items were taken at this point to allow Mrs Casey and PCSO Blackmore to leave the meeting early.

Mrs Chris Casey – the Community nominee for the Board of Governors of St Helen's School gave a brief update of the progress she had made since her appointment.

Contact had been made and brief discussions held with both the Head and Chair of Governors.

There was an appointment booked in mid-March for an introduction to the school and a formal meeting with the Head and Chair.

A Governors training course had been applied for.

Mrs Casey asked that if the Council had any specific requests for her to take to the school we should aim for her to progress them with the Board at the earliest in April or May to allow her time to settle in..

PCSO 8752 Tony Blackmore gave the Police report to the Council

In the past month there had been several burglary's or attempted burglary's in the Parish including at Marlwood School, Davids Lane, Shellards Lane and from vehicles parked at the Ship. No arrests had been made.

On 21st Jan there was significant Police activity centered on Thornbury Hill involving the Police Helicopter and armed response teams following a report of a man with a gun. It transpired that it was probably archery activity in Marlwood woods.

Criminal damage had been caused on 26th Jan to vehicles in Davids Close.

There had been several reports of speeding vehicles o/s the school in Greenhill and speed checks had been operated on several occasions. One female driver had been verbally cautioned but no other speeders were identified. The checks will be continuing.

Several reports of suspicious vehicles in Alveston had been followed up although some may have been police vehicles involved in an operation in the neighbourhood.

Cllr Kitty Davies, in expressing concern over the speeding vehicles in Greenhill, asked if the Police would support a request for traffic calming to be installed, maybe "rumble strips."

PCSO Blackmore replied that as far as he was aware, the installation of rumble strips had been stopped following requests from the Ambulance Service.

PCSO Blackmore was thanked for his report.

4. Declaration of Interests

None

5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 17th Jan 2011

Resolved: The minutes of the Parish Council meeting of Monday 17th Jan 2011 were accepted and signed by the chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. **(21/9/09) Clerk to obtain costs for replacement litter bin.** **Action to Clerk**
F100510-1 The Clerk to prepare Litter/Dog Bin Survey Packs. **Action to Clerk**
 Ongoing 21/211

5.2.2. **(19/10/09) Clerk to add the replacement of the Parish map on the Greenhill Parade notice board to the next PC agenda** **Action to Clerk**

A digital image from a print-copy of the map has been obtained at a cost of £20.00.

Signet signs, a company we have used several times recently to produce signs have provided an estimate of £135.00 to check the image and print to an aluminium composite material to the correct size and with a vandal proof film.

Resolved: To approve the production of a replacement Centenary Map at a cost of £135.00.

Action closed.

5.2.3. **100719-1 To draft a response to SG Core Strategy and circulate to members for comment.** **Action to Clerk**

Consultation on the Pre-Submission Publication Draft Core Strategy ended on Friday 6th August 2010.

South Glos Council must now decide what changes to the Draft Core Strategy are required as a result of the received representations. The Council will consider the changes to the Core Strategy and its response to representations at the Cabinet meeting on 13th December and the Full Council meeting on 15th December 2010. The Core Strategy will be submitted for independent examination in spring 2011. .

17/1/11 – It was agreed that a letter should be written to the SG Core Strategy team to confirm that the Council had agreed the strategy.

5.2.4. **101018-1 A letter of thanks to be sent to Les Forrest for his eight years as the Community Representative Governor to St Helen School .** **Action to Clerk**

Completed 7-Feb-2011.

Action Closed

5.2.5. **101115-1 To report over-ploughing of footpath OTH57 (GR63518870) to the SG PROW team.** **Action to Clerk**

Completed 7-Feb-2011

Action Closed

5.2.6. **101115-2 To request that SG Highways consider applying parking restrictions to the junction of Davids Lane and Paddock Gardens.** **Action to Clerk**

Ongoing 21/2/11

5.2.7. **101115-5 To establish responsibility for the large tree outside St Helen's Church.** **Action to Clerk**

It was agreed that the tree and the turning area is the responsibility of SG Council. The Clerk should confirm this with the Highways team

This has been confirmed with SG Highways team.

Action Closed

- 5.2.8. **110117-1 To inform Mrs Casey of the dates of council meetings and ensure that in future she has copies of both agendas and minutes.** *Action to Clerk*
Completed 7-Feb-2011
Action Closed
- 5.2.9. **110117-2 To seek clarification from the SG Planners on the confusing new TPO's in West View and report back.** *Action to Cllr Maggie Tyrrell*
Ongoing 21/2/11
- 5.2.10. **110117-3 To take action to remove/re-paint the graffiti in the bus shelter opp. The Ship.** *Action to Clerk*
Ongoing 21/2/11
- 5.2.11. **110117-4 To help members understanding, the Clerk to circulate a paper that describes the Budget process and calculations.** *Action to Clerk*
Ongoing 21/2/11
- 5.2.12. **110117-5 To establish the criteria to be used to prioritise areas for consideration as a Cold Calling Zone.** *Action to Clerk*
Application form circulated to members 1-Feb-2011. Members have suggested that we should drop the idea.
Resolved: To abandon the request for Cold Calling Zones in the Parish at this time.
Action Closed
- 5.2.13. **110117-6 To report and urge action from SG Highways re. road flooding at The Down** *Action to Clerk*
Information passed to SG Highways.
Action Closed

6. Recommendations from Committees

- 6.1. **Planning** (meetings held 17th Jan & 7th Feb) - Cllr Brian Lee reported on the meeting as in the minutes.
Oak House, Davids Lane. The Clerk has written a stern letter to the SG Enforcement officer expressing the Council's disappointment in the lack of action over the developer's disregard to condition 6 of the planning permission which clearly stated that the boundary trees should not be removed. We await a response.

The Street Trading Licence for Simply Delicious in the A38 lay-by at Rudgeway has been renewed.
- 6.2. **Playing Fields & Open Spaces** – (meeting 7th Feb) – Cllr Alison Peters reported that the meeting minutes reflected the content and that there were no issues or recommendations to report.
- 6.3. **Footpaths & Allotments** – (no meeting)
- 6.4. **Finance and General Purposes** - (meeting held 7th Feb) – Cllr Terry Hunt reported on the meeting as in the minutes.

John Dyer Award Honours Board – as an action from a previous F&GP meeting, three estimates for the provision of a 90-name Oak finished honours board had been obtained. The minimum size that was recommended for the number of recipient's was 1220 x 610mm (4'x2'). Both the JHMC and the F&GP committee felt that this size was too large for the location and had requested alternatives.

After discussion, it was agreed that the Clerk should source an A3 coloured print that could be re-produced every year. A high-quality frame and mount would be purchased to allow a simple change of print each year.

110221-1 To arrange production of an A3 colour print of the John Dyer Award recipients for mounting in a suitable frame. *Action to Clerk*

Management of Parish Council meetings. A list of ideas to make the Council meetings more efficient with better time-keeping had been discussed and it was recommended to implement most of the suggestions with some being added as an addendum to Standing Orders. The meeting largely agreed with the suggestions with an addition that we should place a clear limit on the time allowed for each speaker during Public Consultation.

110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings. ***Action to Clerk***

7. Representatives Reports.

7.1. **Police Matters** - see item 3

7.2. **South Gloucestershire Council**

None

7.3. **Safer Stronger Community Group**

Cllr Brian Lee asked for items for the next meeting to be held on 2nd March.

8. Community Forum

Cllr Phil Squires reported that work on the Greenhill Parade project was largely complete with the exception of the installation of some benches and trying to encourage the shopkeepers to carry out the agreed uplift of their properties. Some of the merchants had responded well whilst others appeared to be very slow to react. The Parish Council was asked if they could help with this issue.

110221-3 To write a letter to Wayne Reece, the chairman of the Greenhill Parade Management Committee urging the shop keepers to complete the uplift to their properties as had been agreed with the Parade Project Team. ***Action to Clerk***

9. Allotments

The Clerk reported that despite being assured that the lease was now ready for signing, there was still no sign of it. A meeting was arranged with the landowner, partly to discuss the lease problem and to attempt to progress the situation.

10. Playbuilder Project

Cllr Alison Peters reported that work was well under way with the project with construction work expected to be complete by the end of February.

11. Correspondence

11.1. **Correspondence for Information**

Listed in Appendix A

11.2. **Correspondence for Action**

None.

12. Authorisation of Payments.

12.1. Payments authorised.

12.1.1. The following payments were authorised by Cllrs Willcox and Davies.

| Payee | Details | Chq. no | £ |
|-----------------------------------|---------------------------------------|---------|----------|
| R Phillips | Salary, Expenses & Purchases Feb 2011 | 1843 | 1,245.33 |
| D Biddle | Cemetery Caretaking - Feb 2010 | 1844 | 84.55 |
| B Painter | Playground Inspections -February 2010 | 1845 | 104.26 |
| British Telecommunications P.L.C. | Telephone bill to 9 Feb 2011 | 1846 | 71.64 |
| ntl:Telewest | Broadband to 28 Feb 2011 | 1847 | 26.40 |
| M Webb | Supply and plant Tree in Cemetery | 1848 | 70.00 |
| | Total expenditure | | 1,602.18 |

12.2. Income Received

12.2.1. The following lists income received.

| Payee | Details | Chq. no | £ |
|-------------------|---|----------|--------|
| Summers Memorials | Additional Inscription Bryant - Plot 18 | inc 1772 | -29.00 |
| Co-operative Bank | Untaxed Interest to 5th Feb 2011 | dc | -6.18 |
| | Total expenditure | | -35.18 |

Resolved – That all payments and income presented to the meeting were accepted.

13. Any Other Business

13.1. Photos of Councillors for Web site/notice boards.

Cllr Brian Lee had taken the photos of those members present and would complete the task as soon as possible

13.2. Annual Parish Meeting

Resolved: That the Annual Parish Meeting 2011 should be in the same format as last year with the addition of a report from Peter Waller, the leader of the Greenhill Parade Project Team.

13.3. Parish Council Elections 2011

The Clerk had given a brief outline of the process for nominations and timescales. It was agreed that the Clerk should co-ordinate the completion and delivery of the nomination forms of those members of the current Parish Council who wished to be nominated.

110221-4 To deliver to each member an election pack and nomination papers and to co-ordinate the collection and delivery of the nomination papers. Action to Clerk

13.4. Lodge Farm – information from Sustainable Thornbury

This is a South Glos owned small-holding of some 30 acres either side of the M5 at Earthcott. In 2010 SGC asked in a consultation for ideas as to what to do with the property.

Sustainable Thornbury put forward a very detailed proposal to lease/sell/give a large part of the land for community use. They offered to co-ordinate with local groups including the Parish Council and look for ways to use the land in a sustainable way for the whole community. In December a proposal was put to SGC to earmark 5 acres for community use and dispose of the rest. SGC then took this proposal to Sustainable Thornbury who argued that it was not a large enough portion of land. They didn't turn it down just asked that SGC rethink the plan. At this stage Sustainable Thornbury are keeping interested parties, including the Parish Council informed and would like to think that the PC would wish to be involved in any discussions when the plan from SGC is firmed up.

It was agreed that the Parish Council should be formally involved with the project.

110221-5 To write to SGC asking that the Parish Council be kept involved with any community developments at Lodge Farm. Action to Clerk

13.5. Davids Lane/A38 road Junction - Consultation

The two proposed options are:

Option 1 - Banning right turns in and out of Davids Lane which will reduce the number of turning movements at the junction and therefore the number of possible traffic conflicts. Providing a traffic island on the A38 northbound approach to Davids Lane will stop traffic from overtaking stationary vehicles waiting at the traffic lights.

Option 2 - Providing a traffic island on the A38 northbound approach to Davids Lane which will stop traffic from overtaking stationary vehicles waiting at the traffic lights and therefore improve safety at the junction and reduce the likelihood of further accidents. It also provides pedestrian facilities allowing crossing movements to be made in two stages making it safer to cross the carriageway.

There are significant design features in both options which include fancy road markings and barriers but in essence this is the basic difference between the two options. The consultant acknowledges the major disadvantage of option 1 which will cause huge disruption to the flow of traffic in and particularly out of Alveston. Option 2 is the consultant engineer's recommendation.

Resolved: The Council unanimously recommend that of the two, Option 2 is the only viable solution.

110221-6 To respond to the SGC consultation re. the Davids Lane/A38 road junction confirming the Parish Councils recommendation to adopt option 2. Action to Clerk

Meeting closed at 9.10pm.

Appendix A

| Date (Rcvd) | Type | From | Subject | Action | Action Date | Agenda item |
|-------------|------|---------------------------|--|---------------|-------------|-------------|
| 13-Jan-11 | E | NHS South Glos | Thornbury - Emerging Themes Consultation | Clerk Action | 13-Jan-11 | Y |
| 13-Jan-11 | E | SS Environmental Link Grp | Meeting notice and minutes | Dist'n & File | 13-Jan-11 | N |
| 14-Jan-11 | L | SG Planning | Application - 18 Rosewood Ave. | Clerk Action | 14-Jan-11 | Y |
| 14-Jan-11 | L | John Dyer Award Committee | Request for nomination | Clerk Action | 14-Jan-11 | Y |
| 14-Jan-11 | L | Sarah Baker-Faulkner | Request for financial support | Clerk Action | 14-Jan-11 | Y |
| 15-Jan-11 | L | Environmental Link Group | Networking News Autumn 2010 | Dist'n & File | 17-Jan-11 | N |
| 15-Jan-11 | L | Playsafety Ltd | ROSPA Brochure | Dist'n & File | 17-Jan-11 | N |
| 15-Jan-11 | L | HSE | Report - Nuclear Inspectorate | Dist'n & File | 17-Jan-11 | N |
| 17-Jan-11 | L | CFS | Invoice £10.26 | Clerk Action | 17-Jan-11 | Y |
| 18-Jan-11 | L | RBS Software Solutions | Invoice £764.88 | Clerk Action | 18-Jan-11 | Y |
| 18-Jan-11 | E | Charity Commission | News Autumn 2010 | Dist'n & File | 18-Jan-11 | N |
| 18-Jan-11 | E | SG Licensing Dept. | Application to renew - Simply Delicious Street Trading Licence | Clerk Action | 18-Jan-11 | Y |
| 19-Jan-11 | L | SG Planning | Application - 39 Wolfridge Ride | Clerk Action | 21-Jan-11 | Y |
| 19-Jan-11 | L | HM Prison, Leyhill | Invoice £62.50 | Clerk Action | 21-Jan-11 | Y |
| 19-Jan-11 | L | Co-operative Bank | Statement | Clerk Action | 21-Jan-11 | Y |
| 20-Jan-11 | E | ALCA | Newsletter & meeting notes | Dist'n & File | 21-Jan-11 | N |
| 20-Jan-11 | L | Voyce Pullin | Terms re. Easement for water supply to Allotments | Clerk Action | 21-Jan-11 | Y |
| 21-Jan-11 | L | Bristol Water | Invoice £15.27 | Clerk Action | 21-Jan-11 | Y |
| 21-Jan-11 | E | Alveston CC | notice of start of season 2011 and request for additional memorial game. | Clerk Action | 21-Jan-11 | Y |
| 22-Jan-11 | L | SG Planning | Permit - Barn Cott. Church Rd | Clerk Action | 30-Jan-11 | Y |
| 24-Jan-11 | L | SG Council | Invoice £82.49 | Clerk Action | 30-Jan-11 | Y |
| 24-Jan-11 | L | Brunel Surveys | Allotment Plan | Clerk Action | 24-Jan-11 | N |
| 25-Jan-11 | L | SG Planning | Refuse - Strode Hse. Strode Gardens | Clerk Action | 30-Jan-11 | Y |
| 26-Jan-11 | L | Brunel Surveys | Invoice £480.00 | Clerk Action | 30-Jan-11 | Y |
| 26-Jan-11 | L | Bank of Ireland | Statement | Clerk Action | 30-Jan-11 | Y |
| 30-Jan-11 | L | CRK Garden Manicures | Invoice £1034.21 | Clerk Action | 30-Jan-11 | Y |
| 01-Feb-11 | L | Sims Cook & Teague | Letter re. next actions | Clerk Action | 01-Feb-11 | N |

| Date (Rcvd) | Type | From | Subject | Action | Action Date | Agenda item |
|-------------|------|--------------------------------|---|---------------|-------------|-------------|
| 01-Feb-11 | L | SG Planning | Application - Lawnes Farm, Forty Acre Lane | Clerk Action | 01-Feb-11 | Y |
| 01-Feb-11 | E | ALCA | Newsletter - Feb 2011 | Dist'n & File | 07-Feb-11 | N |
| 02-Feb-11 | L | Oldbury SSG | Minutes & other | Dist'n & File | 02-Feb-11 | N |
| 02-Feb-11 | L | SG Planning | Notice of Appeal - Wychwood, Church Rd | Clerk Action | 02-Feb-11 | Y |
| 02-Feb-11 | E | SG Natural & Built Environment | revisions to the south Gloucestershire list of locally listed buildings | Clerk Action | 02-Feb-11 | Y |
| 02-Feb-11 | E | SG Natural & Built Environment | Consultation on draft supplementary planning guidance document | Clerk Action | 02-Feb-11 | Y |
| 04-Feb-11 | L | Proludic | Brochures | Dist'n & File | 07-Feb-11 | N |
| 05-Feb-11 | L | CFS | Invoice £17.71 | Clerk Action | 07-Feb-11 | Y |
| 06-Feb-11 | L | Mike York | Invoice £64.00 | Clerk Action | 07-Feb-11 | Y |
| 07-Feb-11 | L | JHMC | Invoice £57.98 | Clerk Action | 07-Feb-11 | Y |
| 09-Feb-11 | L | SG Planning | Withdrawn - 18 Rosewood Ave | Clerk Action | 14-Feb-11 | Y |
| 09-Feb-11 | L | Virgin Media | Invoice £26.40 | Clerk Action | 14-Feb-11 | Y |
| 09-Feb-11 | L | SGC | Reminder - non payment | Clerk Action | 09-Feb-11 | N |
| 09-Feb-11 | E | SLCC | Branch newsletter | Dist'n & File | 14-Feb-11 | N |
| 11-Feb-11 | E | SG Community Care | Info re Celebrating Age Festival | Dist'n & File | 14-Feb-11 | N |
| 11-Feb-11 | L | SG Planning | Enforcement report - Fairlands, Earthcott | Clerk Action | 14-Feb-11 | Y |
| 12-Feb-11 | L | SG Planning | Permit - Stanley Cott. 7 The Down | Clerk Action | 14-Feb-11 | Y |
| 12-Feb-11 | L | SG Finance Mgr | Acknowledgement - Parish Precept £47,346 | Clerk Action | 14-Feb-11 | Y |
| 14-Feb-11 | L | BT Payphones | Invoice £71.64 | Clerk Action | 14-Feb-11 | Y |
| 14-Feb-11 | L | SGC | Election notice | Clerk Action | 14-Feb-11 | N |
| 14-Feb-11 | E | LiNK | E-Bulletin | Dist'n & File | 14-Feb-11 | N |