

**Minutes of the Parish Council Meeting
Held on 18th April 2011 at 7.30 p.m. in The Jubilee Hall.**

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

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Hannah Richmond, Shirley Holloway (SGC), Maggie Tyrrell (SGC).

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 21st Mar 2011

Resolved: The minutes of the Parish Council meeting of Monday 21st Mar 2011 were accepted and signed by the chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. **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.

5.2.2. **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

Request included in consultation response to road changes for A38/Davids Lane junction.

21/3/11 – The Clerk was asked to send another communication to SG.

18/4/11 - Ongoing

5.2.3. **110117-4 To help members understanding, the Clerk to circulate a paper that describes the Budget process and calculations.** **Action to Clerk**

Ongoing 18/4/11

- 5.2.4. **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*
Prices had been obtained, production of the document awaiting the 2011 awards. (21/3/11)
Ongoing 18/4/11
- 5.2.5. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** *Action to Clerk*
Ongoing 18/4/11
- 5.2.6. **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*

18/4/11 – Cllr Phil Squires asked that a letter be sent supporting the work of the CF and asking that the Parade Management Committee encourage their members to fulfil their part of the arrangements.
- 5.2.7. **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*
Completed – Action closed
- 5.2.8. **110221-5 To write to SGC asking that the Parish Council be kept involved with any community developments at Lodge Farm.** *Action to Clerk*
- 5.2.9. **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*
Completed – Action Closed
- 5.2.10. **110321-1 To investigate the possibility of displaying a life-sized gorilla sculpture in the Parish as part of Bristol Zoo's 175th birthday.** *Action to Cllr Alison Peters*
Cllr Alison Peters reported that although the idea was full of merit, the cost to the Community or the Council would be in the region of £2k. For that reason she was recommending no further action.
This was agreed.
Action Closed

John Head

The Parish Council is delighted that John Head, a past member of the Council and its chairman for a number of years was a recipient of this year's John Dyer Award. John's individual style and genuine wish to "give something to the Parish" were key elements to his most successful period as a councillor. With his leading involvement in many other aspects of community life, John was a most deserving winner of the award.

6. Recommendations from Committees

- 6.1. **Planning** (meetings held 21st Mar) - Cllr Brian Lee reported on the meeting as in the minutes.

Cllr Brian Lee made special thanks to Cllr Shirley Holloway who had attended the SG Planning meeting and added her voice to ensure the fence around Oak House in Davids Lane was removed.
- 6.2. **Playing Fields & Open Spaces** – (no meeting).
- 6.3. **Footpaths & Allotments** – (no meeting)

6.4. Finance and General Purposes - (no meeting)**6.4.1. Clerk's remuneration.**

The Clerk's Contract of employment states; "Subject to satisfactory performance, will progress through the salary scale (NJC salary points 27 to 31) by annual increments.... increment will be payable on 1st April each year."

Cllr Terry Hunt recommended that in line with the requirements of his contract, the Clerks salary was increased by one point to NJC salary point 30 as from 1st April 2011.

Resolved: The Clerks salary to be increased by one point to NJC salary point 30 as from 1st April 2011.

6.4.2. Increase in working hours for Playing Fields Inspection/litter picking.

Following a site review it is proposed to change the contract of the inspection/litter picking employee to include the inspection of all the new play equipment and the additional litter picking needed with the use now being made of the whole of the Limekiln Field.

It was recommended to increase the hours of work from 22 hrs per month to 30 hrs per month. The hourly rate to remain at the National minimum wage which is currently £5.93 per hour. An increase of £569.28 per year.

Resolved: The hours worked to inspect and litter pick to be increased from 22 hours to 30 hours per month as from 1st April 2011.

6.4.3. Year-end accounts for 2010-11

The Clerk presented the Year-end accounts for 2010-11. There being no questions, the Chairman requested formal acceptance of the accounts.

Resolved: The Parish Council approves the Year-end accounts for 2010-11.

7. Representatives Reports.**7.1. Police Matters -**

PCSO 8752 Tony Blackmore reported as follows.

Seven vehicles have been broken into and searched, various items stolen including Sat Nav's, cash etc. Various dates and locations including four in The Ship/Premier Inn car parks. Some fingerprints taken by CSI, they were waiting for CCTV.

Several vehicles left unlocked had been searched and some items stolen, again in various locations, including Bannetts Tree Crescent, Greenhill Parade, Greenhill Road, Quarry Mead. The.

There had been a burglary in Quarry Mead; three o'clock in the morning on Tues 12th April, entry had been via an unlocked front door. A laptop computer was stolen.

A bike had been stolen from an unlocked garage in Wolfridge Lane sometime during the week; enquiries made had so far found nothing.

Many of the above thefts could have been prevented. Police advise to keep vehicles locked and secured when not in use, remove valuable items and leave nothing on display and to always keep windows and doors locked where possible.

Burglary in Costers Close, a safe and other items had been stolen, many fingerprints and DNA samples taken by CSI. Other items had also stolen but later found in Wolfridge Ride.

The Police ask that the community continue to be vigilant and call them about any suspicious people or vehicles. As an example, on Friday 15th the Police had received a call to Greenhill Parade where they stopped and searched two males, both known to Police, but all was in order carrying out legitimate business distributing leaflets for Safe Style.

Two males had recently been given £80 fixed penalty notices for abusive language to officers trying to give them words of advice for noise on a moped.

Next beat surgery Thursday 12th May, 10:00 Haddrell Court (subject to incidents).
Next SSCG Wednesday 1st June, 7:30 Jubilee Hall.

PCSO Tony Blackmore thanked those who had sponsored his parachute jump where he had raised £1,250 for his hospital charity. Thanks were given to Tony for attending the meeting.

7.2. South Gloucestershire Council

No report.

7.3. Youth Centre Management Committee

Cllr Peter Taylor reported:

The Management Committee had approved the installation of a climbing wall and was asking the Council for support in this decision.

Resolved: The Parish Council endorses the decision of the Youth Centre Management Community to install a climbing wall in the premises.

8. Community Forum

Cllr Phil Squires reported:

- The work toward CPRE Village of the Year competition is going well.
- Preparation for the Community Show in September continues with the theme of Aviation decided, a "fly-past" organised and many stalls and events being included.
- The Greenhill Parade Project – There has been a slight problem with the site for a memorial bench. Agreeing the position has been difficult but Cllr Phil Squires believes a compromise has been found.
- The CF is currently investigating opening an occasional Community Café possibly at the Youth Centre.
- The Community Forum is making a determined effort to attract new members as like many voluntary groups, it is the same, quite small number of people that seem to do the vast majority of the work involved. They are looking for support from the whole community for their future projects.

9. Allotments

Cllr Brian Davis reported:

- The lease has been signed although we are waiting on the final legal process to be completed.
- We are still investigating an alternative and cheaper route for a water supply.

10. Playbuilder Project

Cllr Alison Peters supported the report.

Play Nets - The play nets were erected in time for the Easter holidays but the large nets at the northern end of the zip wire had to be removed immediately as they were neither safe nor robust and liable to be stolen. The Play-space designer will have a rethink and try and find a solution to the issues, meanwhile the other two smaller nets were still in place and being enjoyed by many

children. There are some apparent problems with one of the support trees and it was suggested to remove the net at the end of the holidays. Regular inspections should be done.

Turf – Mostly due to the extremely dry weather, quite a number of the turfs laid over the mounds had died and were now loose. The contractor had offered to replace the damaged turf when the weather is suitable.

Path – The Clerk had shown the poor quality of the surface of the path to the contractor who admitted that the job had not been completed to the specification and would be redone.

The Skate Park equipment will be installed quite soon.

Many people of all ages had made favourable comments about the play-space and it was regularly used by a large number of local families.

Cllr Brian Davis expressed some unease about the tunnel as, in the past, the Council had been required to remove a 4ft concrete play pipe due to safety concerns. The removal work was very expensive and he could not see a great deal of difference to that installation with the new tunnel.

Cllr Alison Peters assured the Council that all the installed equipment met all the necessary safety requirements and we would be issued with a safety certificate upon completion.

Donation - The Clerk informed the Council that he had received an anonymous donation of £1,000 to be used to provide seats and other facilities in the Limekiln Field. This item would be discussed at the next Playing Fields & Open Spaces meeting on 9th May.

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 Davis and Taylor.

Payee	Details	Chq. no	£
South Glos Council	Cemetery Rates (1 of 10)	dd	53.84
CRK Garden Manicures	Grounds Maintenance	1863	926.21
Sims Cook & Teague	Land Registration fee	1864	50.00
R Phillips	Salary, expenses & purchases	1865	1181.29
D Biddle	Cemetery caretaking	1866	84.75
B Painter	Playground Insp - Apr 2011	1867	135.50
ALCA	Annual subscription	1868	584.00
ALCA	Training – R Phillips	1869	30.00
JHMC	Room Hire	1870	57.98
CFS	Photocopy Services	1871	21.85
South Glos Council	Emptying 2x litter bins Jan-Mar	1872	49.97
York Fencing	Install litter bin, install goalpost sockets	1873	197.00
Virgin Media Business	Broadband	1874	26.40
F Houghton	Refreshments – Annual Parish Meeting	1875	5.64
K Edmond	John Dyer Award – Certificates	1876	16.78
	Total expenditure		3421.21

12.2. Income Received

12.2.1. The following lists income received.

Payee	Details	inc. no	£
Mrs J Houghton	Deed of Grant – Plot 44	1842	-35.00
Summers Memorials	Memorial – Plot 55	1843	-60.00
Anonymous	Donation toward seating	1844	-1000.00
	Total income		-1095.00

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

13. Any Other Business

13.1. Internal Audit 2011

The Clerk informed the Council that the Internal Audit would be carried out on the 4th and 10th May by the audit team from South Glos Council.

13.2. Insurance arrangements

The Clerk reported that he had received a communication from Came & Company our insurance brokers asking to change our insurance renewal date from 1st June to 1st October at no extra cost. This effectively means we will get 16 months insurance cover for the price of 12 months. The change is offered to give a better opportunity to our Council to avoid the “log-jam” of year-end, audit and elections and to give the Council the opportunity to review their insurance at a time of the year when there are less pressing matters to address.

Resolved: To accept Came & Company’s offer to move the insurance renewal date to 1st Oct 2012.

13.3. Queens Diamond Jubilee 2012

Cllr Phil Squires asked if the Council would consider working with the Community Forum to organise a Parish event to celebrate the Queens Diamond Jubilee in June 2012. Not seeking an answer at this stage, Phil asked that the new Council give serious consideration to this idea as it could prove a wonderful opportunity for a Community activity.

13.4. Access to toilets at Lime Kiln Field

Cllr Kitty Davies asked whether the Council could consider satisfying a need expressed by many parents watching their children play football and other activities on the field to make toilet facilities available.

It was pointed out that the Council do not have any toilets at the site and the only two locations where toilets are available are in the Youth Centre and Jubilee Halls, both well used by groups on a hire basis.

No further suggestions were made.

13.5. Parish Council notice board on Jubilee Hall.

Cllr Brian Lee asked if the Council could take some action to either repair or remove the Notice Board on the Jubilee Hall. It was in a poor state of repair and was doing nothing to enhance the general demeanour of the building. Brian suggested that it was very difficult to read any notices through the very old Perspex.

Several Councillors were concerned that we shouldn't remove the notice board as it is regularly used but all agreed some work was necessary.

110418-1 To seek a resolution to the poor state of the notice board on the Jubilee Hall and report back. ***Action to Clerk***

13.6. Annual Parish Meeting.

Cllr Brian Lee expressing disappointment at the lack of numbers and poor representation of Parish Groups at this year's Annual Parish Meeting asked whether we should consider circulating to all groups and inviting them to future meetings.

This was generally felt to be a good idea and it was agreed that planning for the next meeting should be undertaken further in advance and involve councillors. The action would be put on the agenda later in the year.

13.7. Overgrown Footway in Church Road.

Cllr Mike Webb reported that the footway between the Old St Helen's church and Pypers was very overgrown. The Clerk suggested that he had seen some SG Council workers on the path only a few days ago. Cllr Webb offered to confirm that the problem still existed.

13.8. Minutes and Agendas on the Web Site.

Cllr John Cutland asked that some effort could be made to put the meeting minutes and agendas on to the Web site.

14. Meeting Closure

In closing the meeting, and the Council 4-year session, the Chairman, Cllr John Cutland thanked everyone who had put time and energy into a most successful period in the Council's history.

Particular thanks were made to Cllrs Peter Taylor and Brian Davis who were both standing down from the Council. Both had been co-opted to the Council in May 1999 and had served in many different capacities during their tenure. The meeting joined with the Chairman in endorsing his sentiments.

Meeting closed at 9.10pm.

Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
14-Mar-11	E	CVS South Glos	March e Bulletin	Dist'n & File	15-Mar-11	N
15-Mar-11	E	Mr & Mrs Morgan	Request for assistance in resolving parking issues in Forty Acre Lane	Clerk Action	24-Mar-11	Y
16-Mar-11	L	S Glos Council	Safer Stronger Communities Award 2011	Clerk Action	16-Mar-11	Y
16-Mar-11	L	SG Planning	Application - Westerleigh, Quarry Rd	Clerk Action	16-Mar-11	Y
16-Mar-11	L	SGC	Council Tax - Cemetery	Clerk Action	21-Mar-11	N
17-Mar-11	E	SGC	Rural & Parish Matters - Ref Guide to the Localism Bill	Dist'n & File	21-Mar-11	N
17-Mar-11	L	CY Street Furniture	Invoice £653.20	Clerk Action	21-Mar-11	Y
19-Mar-11	L	SG Community Care	Good Neighbours Handbook	Dist'n & File	21-Mar-11	N
19-Mar-11	L	Cooperative Bank	Statement	Clerk Action	21-Mar-11	Y
19-Mar-11	L	SG Planning	Application - 35 Wolfridge Ride	Clerk Action	21-Mar-11	Y
21-Mar-11	E	ALCA	Bulletin	Dist'n & File	21-Mar-11	N
21-Mar-11	L	SGC	Quality of Life Report	Dist'n & File	21-Mar-11	N
21-Mar-11	L	SGC	Our News - SG Partnership newsletter	Dist'n & File	21-Mar-11	N
21-Mar-11	L	CPRE	Subscription request	Clerk Action	21-Mar-11	Y
21-Mar-11	L	Victim Support	Request for Parish Grant	Clerk Action	21-Mar-11	N
23-Mar-11	L	Thornbury Baptist Church FC	Payment £216.00	Clerk Action	24-Mar-11	Y
23-Mar-11	L	SGC	Rural & Parish Matters - Ref Guide to the Localism Bill	Dist'n & File	24-Mar-11	N
23-Mar-11	L	Avon & Somerset Police	Newsletter Feb 2011	Dist'n & File	24-Mar-11	N
24-Mar-11	E	ALCA	Invoice £584	Clerk Action	24-Mar-11	Y
24-Mar-11	L	Thornbury Town FC	Payment £319.30	Clerk Action	24-Mar-11	Y
24-Mar-11	L	SGC	Notices of Election & Referendum	Clerk Action	24-Mar-11	N
25-Mar-11	L	Maureen Sandford	Alveston Trust - Statement of Accounts 2011	Clerk Action	28-Mar-11	N
28-Mar-11	L	Magnox North	SSG meeting & Safety Statement	Dist'n & File	28-Mar-11	N
28-Mar-11	L	Bank of Ireland	Statement	Clerk Action	28-Mar-11	Y
29-Mar-11	E	Alveston Litter Busters	Thanks for grant	Clerk Action	29-Mar-11	Y
29-Mar-11	L	CRK Garden Manicures	Invoice £926.21	Clerk Action	29-Mar-11	Y
29-Mar-11	L	Winterbourne Medieval Barn Trust	Brochure	Dist'n & File	29-Mar-11	N
30-Mar-11	E	ALCA	Invoice £30	Clerk Action	30-Mar-11	Y
30-Mar-11	L	SG Leisure	Annual Report	Dist'n & File	30-Mar-11	N

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
30-Mar-11	L	Sims Cook & Teague	Land Transaction return for completion	Clerk Action	30-Mar-11	N
30-Mar-11	L	Joan Houghton	Payment £35.00 Grant plot 44	Clerk Action	30-Mar-11	Y
02-Apr-11	L	SG Planning	Application 7 Rudgeway Park	Clerk Action	04-Apr-11	Y
02-Apr-11	L	SG Planning	Application Widonia, Forty Acre Lane, Alveston	Clerk Action	04-Apr-11	Y
02-Apr-11	L	Summers Memorial Masons	Application to install memorial, Plot 55 & payment of £60.00	Clerk Action	04-Apr-11	Y
02-Apr-11	E	SG DAG	Newsletter Spring 2011	Dist'n & File	04-Apr-11	
02-Apr-11	L	Mazars	Notice of Audit of Accounts for yr. End 31/3/2011	Clerk Action	04-Apr-11	N
01-Apr-11	L	SG Planning	Application 18 Rosewood Ave. Alveston	Clerk Action	04-Apr-11	
02-Apr-11	L	CPRE	Avonside Village of the Year Competition	Clerk Action	04-Apr-11	N
01-Apr-11	L	SG Planning	Split Decision - 3 West View, Alveston	Clerk Action	04-Apr-11	Y
01-Apr-11	L	SG Planning	Permit - Lawnes Farm, Forty Acre Lane	Clerk Action	04-Apr-11	Y
04-Apr-11	L	JHMC	Invoice £57.98	Clerk Action	04-Apr-11	Y
04-Apr-11	L	SGC	Invoice £49.97 - emptying litter bins	Clerk Action	04-Apr-11	Y
05-Apr-11	L	Dave & Jan Fullman	Footpath report - Roy's Walk	Clerk Action	06-Apr-11	Y
08-Apr-11	L	Mike York	Invoice £197.00	Clerk Action	08-Apr-11	Y
08-Apr-11	L	Glasdon	Pamphlets	Dist'n & File	08-Apr-11	N
07-Apr-11	L	SG Planning	Oak Hse, Davids Lane - notice of Dev Control meeting	Clerk Action	08-Apr-11	Y
09-Apr-11	L	SG Planning	Application - 2 Rosewood Ave	Clerk Action	09-Apr-11	Y
09-Apr-11	L	Sims Cook & Teague	Receipt for £50 Land Registration fee	Clerk Action	09-Apr-11	N
09-Apr-11	L	Virgin Media	Invoice £26.40	Clerk Action	09-Apr-11	Y
13-Apr-11	L	Magnox North	Powerlines Issue 15	Dist'n & File	14-Apr-11	N
13-Apr-11	L	Mrs M Gill	Declining cemetery plot	Clerk Action	14-Apr-11	N
12-Apr-11	L	SG Democratic Services	Notice of Uncontested Election	Clerk Action	14-Apr-11	Y
15-Apr-11	L	SG Planning	Application - 5 Quarry Rd.	Clerk Action	15-Apr-11	Y