

**Minutes of the Parish Council Meeting  
Held on 16<sup>th</sup> May 2011 at 7.50 p.m. in The Jubilee Hall.**

**Present:** - Cllrs John Cutland (Chairman), Terry Hunt, Mike Webb, Brian Lee, Phil Squires, Kitty Davies, Hannah Richmond, James Sumner, Bernard Willcox, Shirley Holloway (SGC).

Bob Phillips (Clerk)

### 1. Apologies for Absence

Cllrs. Allison Peters (holiday), Maggie Tyrrell (SGC).

### 2. Evacuation Procedure

The evacuation procedure was noted

### 3. Public Participation

Mrs Edna Rowe of 44 Down Road attended the meeting to request that the Parish Council consider installing a seat next to the path adjacent to the open space on Down Rd. Explaining that she has been a resident in Down Road for 20 years and enjoyed the open space in front of her home. Being elderly, she was unable to walk too far and her daily route from her home all around the open space was likely to be compromised as there was nowhere to rest along the way. She had spoken with other elderly residents who had supported her view.

Mrs Rowe was thanked for her request and assured that the Council would give it due consideration although she should be warned that public seating is expensive and we will need to consider our budget carefully.

Cllr Terry Hunt advised the Council that the open space including the cross-path was owned and managed by South Glos Council.

**Resolved:** That the request for the provision of a seat adjacent to the Down Road open space be referred for consideration to the Footpaths & Allotments Committee.

### 4. Declaration of Interests

None

### 5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 18<sup>th</sup> April 2011

**Resolved:** The minutes of the Parish Council meeting of Monday 18<sup>th</sup> April 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.

16/5/11 – No action has been taken to date and it was suggested that any response now would be meaningless. It was agreed that the action was time-expired and should be closed.

**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.

6/5/11 – email sent to SG Transportation Services.

16/5/11 – no response from SG to date.

**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

16/5/11 – It was agreed that a specific meeting for all councillors should be arranged to gain a greater understanding of the way the Council's budget is operated. This action to be closed but a new action opened to arrange the meeting (see action 110516).

Action closed.

**110516-1 To arrange a meeting for all councillors to gain a greater understanding of the budget process operated by the Council. Action to Clerk**

**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 16/05/11

**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 16/05/11

**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.

16/5/11 – Cllr Phil Squires agreed to send the Clerk a draft letter to be sent to Wayne Reece.

**110516-2 To send a draft letter to the Clerk for sending to Wayne Reece. Action to Cllr Phil Squires**

**5.2.7. 110221-5 To write to SGC asking that the Parish Council be kept involved with any community developments at Lodge Farm. Action to Clerk**

16/5/11 – Ongoing

**5.2.8. 110418-1 To seek a resolution to the poor state of the notice board on the Jubilee Hall and report back. Action to Clerk**

16/5/11 - Ongoing

## 6. Recommendations from Committees

- 6.1. **Planning** (meetings held 18<sup>th</sup> April) - Cllr Brian Lee reported on the meeting as in the minutes and made special note of the parking issues in Davids Lane which he felt were partly due to some lack of foresight by the SG Planning authority when granting permission to build the new houses.

- 6.2. **Playing Fields & Open Spaces** – (Meeting held 9<sup>th</sup> May). Nothing specific to report.
- 6.3. **Footpaths & Allotments** – (no meeting)
- 6.4. **Finance and General Purposes** - (Meeting held 9<sup>th</sup> May) – Cllr Terry Hunt reported as in the minutes.
- 6.4.1. 2011 External Audit – Accounting Statement & Annual governance statement.

The 2010/11 Accounting and Governance Statement was discussed and was approved.

**Resolved:** The Council approves the 2010/2011 Accounting & Governance Statement which was signed by the Chairman and Clerk.

## 7. Representatives Reports.

### 7.1. **Police Matters** -

PCSO 8752 Tony Blackmore apologised that he had been unable to send a report.

### 7.2. **South Gloucestershire Council**

Cllr Shirley Holloway stated that both she and Cllr Maggie Tyrrell were delighted to continue representing the people of Alveston Parish on South Gloucestershire District Council. Both had experienced a great deal of warmth from the parish people they had met whilst canvassing and they had been gratified to hear how happy so many of the residents were to be living in the Parish.

On behalf of the Parish Council, Cllr John Cutland offered congratulations to Cllrs Holloway and Tyrrell and hoped they would continue their good support to the Parish.

#### A38/Davids Lane Junction

Cllr Shirley Holloway reported that she and Cllr Tyrrell had met on-site with the engineers responsible for the development of the junction and had requested that a filter be installed in the traffic lights to allow traffic going down Thornbury Road to proceed whilst ahead traffic is stopped.

This suggestion met with a deal of adverse comment from Councillors as it was generally agreed that when exiting from the village at Davids Lane, especially during peak traffic times, the best and safest time to move was when all northbound traffic was stopped at the traffic lights.

Cllr Hannah Richmond explained that she used the junction every day at peak times and wanted some assurance that a filter light was not installed for northbound traffic on the A38 travelling toward Thornbury. It was suggested that a slight delay in the traffic light sequencing for traffic coming out of the Thornbury Road would be a great advantage.

Cllr Shirley Holloway agreed to go back to the SG engineers to further discuss the issues raised.

***110516-3 To further discuss with the SG Highways engineers to ensure a filter is not installed on northbound traffic entering Thornbury Rd at the A38 traffic lights. To also investigate the possibility of a slight delay to traffic light timing to vehicles entering the A38 from Thornbury Rd.***  
***Action to Cllr Shirley Holloway***

#### Provision for Youth in Alveston

Cllr Holloway reported that one issue that had been raised whilst she was canvassing was the lack of Youth provision in the Parish. The SG Youth Bus was scheduling some visits outside the Youth Centre but we shall have to monitor the effect of those visits.

Cllr Phil Squires added that the Community Forum had tried to get a Youth Club started but after some early enthusiasm were eventually unable to find committed adults to run it.

Additional Street lighting

Cllr John Cutland asked if Cllr Shirley Holloway could pursue the provision of additional street lighting on the footpaths that bound the Down Road open space and feed into Downleaze, Beech Close and Downfield Close. These footpaths are extremely well used and in winter are extremely dark places.

***110516-4 To discuss with the SG Street Lighting engineers to investigate additional street lighting on the footpaths leading from the Down Rd open space.***

***Action to Cllr Shirley Holloway***

**7.3. Alveston Trust**

Cllr Bernard Willcox reported on some questions that had been raised about the operation of the trust. He expressed some personal concerns but was aware that some enquiries were being made with the Charity Commission to establish if changes could be made to the way recipients of donations could be determined. It was proving quite difficult to operate very old rules in today's society.

Cllr John Cutland said that he was concerned about the distribution of grants as he had heard that pupils were being supported to attend school trips. He felt that this was not what the fund was for. It was understood that the schools had internal provision for supporting pupils in difficult circumstances.

Cllr Bernard Willcox explained that the charity is an amalgam of three charities set up 100+ years ago to benefit the "poor" of the Parish. In recent years, because of poor returns on investments, some capital had been used for donations, a fact the Cllr Willcox was particularly concerned about.

Cllr Brian Lee queried how the "poor" of the Parish were identified. It was explained that there is no one way and there are many agencies and organisations used to make the identification. Again, this is an area of concern and needs to be better clarified in today's terms.

Cllr Kitty Davies expressed surprise at the involvement in the Parish Council in the Trust and felt that it wasn't our responsibility to oversee the Trust activities. We are just asked to nominate a trustee.

**8. Community Forum**

Cllr Phil Squires reported:

- The entry has been made to the CPRE Village of the Year competition.
- Alveston Litter Busters are supporting the competition entry with an event in the Parish on 11<sup>th</sup> June.
- The position of the memorial bench at Greenhill Parade has now been determined and will be installed soon.
- Sir George White has agreed to open the Community Show on September 3<sup>rd</sup> with the theme of Aviation working throughout the show.
- Café Alveston will be opening in the Youth Centre on a number of Wednesday afternoons in the next few months.

**9. Allotments**

The Clerk reported that no progress had been made with either the completion of the lease or the provision of a water supply.

**10. Playbuilder Project**

The Skateboard equipment is being installed this week.

**11. Correspondence**11.1. Correspondence for Information

Listed in Appendix A

11.2. Correspondence for Action

14-Apr-11	T	Bill Johnson	5 Bush Court, BS35 3PT - concerned about large trees overhanging road on Down Rd and Thornbury Hill
-----------	---	--------------	---

The Clerk explained that Mr Johnson couldn't identify specific trees but pointed out a number of stands that he felt should be investigated. It was explained that it was the landowner's responsibility to ensure any trees overhanging a public highway were safe but his concerns would be shared with the Streetcare department in SG Council.

**12. Authorisation of Payments.**

## 12.1. Payments.

It was established during the recent internal audit that some payments authorised at F&GP meetings during the 2010/11 year had not been brought to the full Council meeting for acceptance in accordance with the Council's Financial Regulations. Those payments not previously included are listed here.

12.1.1. Payments authorised at the F& GP meeting 1<sup>st</sup> Nov 2010 are listed below.

Payee	Details	Chq. no	£
South Gloucestershire	Cemetery Rates (8 of 8) November	dd	57.00
ADD Plant	Removal of Artificial Wicket	1795	646.25
CRK Garden Manicures	Grounds maintenance	1796	895.16
	Total expenditure		1598.41

12.1.2. Payments authorised at the F& GP meeting 6<sup>th</sup> Dec 2010 are listed below.

Payee	Details	Chq. no	£
BT	Telephone Bill to Feb 2011	1804	64.62
South Glos Council	2 x Dog Bins emptying 28/6 - 31/10	1805	164.97
The Society of Local Council Clerks	Annual Subscription	1806	135.00
Signet Signs Ltd	Supply & Deliver 2 x signs, poles and fittings	1807	350.55
CRK Garden Manicures	Grounds maintenance & Cricket Strip	1808	2,675.29
The Information Commissioner	Registration Fee	1809	35.00
	Total expenditure		3,425.43

12.1.3. Payments authorised at the F& GP meeting 7<sup>th</sup> Feb 2011 are listed below.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Mtce Jan 2010	1834	1,034.21
Emenda RBS Ltd	Financial Software	1835	764.88
BWBSL	Cemetery Water Supply to 14/1/11	1836	15.27
HM Prison Service	Labour for litter clearing	1837	62.50
South Glos Council	Emptying Dog Bins to Jan 2011	1838	82.49
Lloyds TSB Commercial Finance Ltd	Land Registry compliant map of Allotments	1839	480.00
M York	Repair work at cemetery	1840	64.00
CFS	Photocopier Service Contract - Feb 2011	1841	17.71
	Total expenditure		2,521.06

12.1.4. Payments authorised at the F& GP meeting 7<sup>th</sup> March 2011 are listed below.

Payee	Details	Chq. no	£
South Glos Council	Emptying Litter Bins Aug - Dec 2010	1850	81.55
CRK Garden Manicures	Grounds Maintenance - February 2011	1849	914.21
The Helping Hands Company	Litter Busters equipment	1851	180.00
CFS	Photocopier Service Contract - Mar 2011	1852	16.73
Signet Signs Ltd	Centenary Map	1853	162.00
	Total expenditure		1354.49

12.1.5. Payments authorised at the F& GP meeting 9<sup>th</sup> May 2011 are listed below.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance	1877	978.00
BWBSL	Water Rate – Jubilee Field	1878	17.44
Virgin Media Business	Business Broadband	1879	26.40
CFS	Photocopy Services	1880	20.33
	Total expenditure		1042.17

12.1.6. Payments authorised by Cllrs John Cutland and Mike Webb.

Payee	Details	Chq. no	£
S Glos Council	Cemetery Rates (2 of 10)	dd	51.00
R. Phillips	Salary & expenses May 2011	1881	910.57
D Biddle	Salary May 2011	1882	84.55
B Painter	Salary May 2011	1883	170.68
R Phillips	Sundry Purchase – Stamps	1884	22.08
BT Payment Services	Telephone	1885	64.80
	Total expenditure		1303.68

## 12.2. Receipts

It was established during the internal audit that some receipts noted at F&GP meetings during the 2010/11 year had not been brought to the full Council meeting for acceptance. Those receipts not previously included are listed here.

12.2.1. Receipts noted at the F&GP meeting 1<sup>st</sup> Nov 2010 are listed below

Payee	Details	Chq. no	£
South Gloucestershire	Precept	dc	-23,673.00
Bank of Ireland	Interest to October 5th 2010	dc	-0.02
The Co-operative Bank	Interest to October 5th 2010	dc	-6.59
Thornbury Baptist FC	Additional pitch hire 2009/10	inc 1767	-48.00
Alveston CC	Field Hire 2010	inc 1768	-414.00
	Total income		-24,141.61

12.2.2. Receipts noted at the F&GP meeting 6<sup>th</sup> Dec 2010 are listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to November 5th 2010	dc	-0.04
The Co-operative Bank	Interest to Nov 5th 2010	dc	-6.38
L&J Gulwell	Interment Fee - Bryant Grave Plot 18	inc 1769	-68.00
	Total expenditure		-74.42

12.2.3. Receipts noted at the F&GP meeting 7<sup>th</sup> Feb 2011 are listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to January 5th 2011	dc	-0.03
Co-operative Bank	Untaxed Interest to 5th Jan 2011	dc	-6.80
	Total expenditure		-6.83

12.2.4. Receipts noted at the F&GP meeting 7<sup>th</sup> March 2011 are listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to Feb 7th 2011 ( net of costs )	dc	-0.03
Mrs Ann Walker	Deed of Grant for Remains plots 54 & 56	inc 1773	-70.00
L & J Gulwell	Deed of Grant & interment in Remains Plot 55	inc 1774	-103.00
	Total income		-173.03

12.2.5. Receipts noted at the F&GP meeting 9<sup>th</sup> May 2011 are listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to Mar 7 <sup>th</sup> 2011	dc	-4.50
Bank of Ireland	Interest to Apr 6 <sup>th</sup> 2011	dc	-6.16
Co-operative Bank	Untaxed Interest to Mar 4 <sup>th</sup> 2011	dc	-5.77
Co-operative Bank	Untaxed Interest to Apr 5 <sup>th</sup> 2011	dc	-6.59
	Total income		-23.02

12.2.6. Receipts noted.

Payee	Details	Chq. no	£
L & J Gulwell	Interment - Quilter Plot 5	inc 1847	-111.00
	Total expenditure		-111.00

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

### **13. Any Other Business**

#### 13.1. Litter Bin at Rudgeway Park

Cllr Kitty Davies had been approached by a resident in Rudgeway who explained that she was regularly picking up litter in the vicinity of the bus stop at Rudgeway Park but had no litter bin available locally.

The issue would be referred to the Footpaths and Allotments committee.

Meeting closed at 9.10pm.

## Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
20-Apr-11	L	SG Democratic Services	Papers re. post election requirements	Clerk Action	26-Apr-11	N
20-Apr-11	L	Co-operative Bank	Statement	Clerk Action	26-Apr-11	Y
20-Apr-11	E	Proludic	Outdoor Play & Sport Equipment	Clerk Action	26-Apr-11	Y
21-Apr-11	T	Joan Hawkins	Update required re. allotments lease.	Clerk Action	26-Apr-11	N
21-Apr-11	T	Lorraine Shergold	Footpath report - bottom kissing gate at side of cemetery vandalised and broken.	Clerk Action	26-Apr-11	Y
21-Apr-11	L	SG Planning	Permit - Oak House	Clerk Action	26-Apr-11	Y
21-Apr-11	E	SG Llink Group	Public Reference Group invitation	Dist'n & File	21-Apr-11	N
23-Apr-11	L	Mrs J Houghton	Request to purchase remains plot 45	Clerk Action	26-Apr-11	N
23-Apr-11	L	Bristol Water	Invoice £17.44	Clerk Action	26-Apr-11	Y
26-Apr-11	L	SMP Products	Parish & Community News	Dist'n & File	26-Apr-11	N
26-Apr-11	L	CPRE	Annual Report 2010	Dist'n & File	26-Apr-11	N
26-Apr-11	L	CPRE	Notice of Branch AGM	Dist'n & File	26-Apr-11	N
26-Apr-11	L	CPRE	Fieldwork Spring 2011	Dist'n & File	26-Apr-11	N
26-Apr-11	E	Mrs Carol Morgan	Complaint about allotment lot holders obstructing Forty Acre Lane	Clerk Action	26-Apr-11	Y
27-Apr-11	L	SG Planning	Permit - 18 Rosewood Ave	Clerk Action	27-Apr-11	Y
27-Apr-11	L	Summers Memorial Masons	Application to install memorial, Plot 43 & payment of £62.00	Clerk Action	27-Apr-11	N
28-Apr-11	L	CRK Garden Manicures	Invoice £978.00	Clerk Action	03-May-11	Y
30-Apr-11	L	Bank of Ireland	Statement	Clerk Action	03-May-11	Y
04-May-11	L	SG Planning	Permit - 7 Rudgeway Park	Clerk Action	09-May-11	Y
06-May-11	L	Clerks & Councils Direct	May-11	Dist'n & File	09-May-11	N
06-May-11	L	Oldbury SSG	Meeting notes & notes re. Japan Earthquake	Dist'n & File	09-May-11	N
07-May-11	L	Virgin Media	Invoice £26.40	Clerk Action	09-May-11	Y
07-May-11	L	SC Senior Citizens Forum	Newsletter Spring 2011	Dist'n & File	09-May-11	N
07-May-11	L	SG Planning	Application - The Beeches, Old Glos Rd.	Clerk Action	09-May-11	Y
09-May-11	E	CFS	Invoice £20.33	Clerk Action	09-May-11	Y
09-May-11	L	L&J Gulwell	Application for Deed of Grant & Interment Plot 5	Clerk Action	09-May-11	Y
10-May-11	L	Mrs J Houghton	Letter of thanks to Clerk	Clerk Action	10-May-11	N
10-May-11	L	Earth Anchors	Furniture Brochure & Price List	Clerk Action	10-May-11	N
10-May-11	L	SG Planning	Application - 31 Rudgeway Park	Clerk Action	10-May-11	Y

---

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
11-May-11	L	Britannic Garden Furniture	Brochure & Price List	Clerk Action	11-May-11	N
11-May-11	L	John Robertson Ltd	Brochure & Price List	Clerk Action	11-May-11	N
11-May-11	L	SG Planning	Permit - Westerleigh, Quarry Rd	Clerk Action	11-May-11	Y