

**Minutes of the Parish Council Meeting  
Held on 15<sup>th</sup> Aug 2011 at 7.30 p.m. in The Jubilee Hall.**

**Present:** - Cllrs John Cutland (Chairman), Terry Hunt, Brian Lee, Kitty Davies, Bernard Willcox, Allison Peters, James Sumner, Phil Squires, Marcus Fry, Shirley Holloway (SGC),

Bob Phillips (Clerk)

**1. Apologies for Absence**

Cllrs. Hannah Richmond, Mike Webb, 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 18<sup>th</sup> July 2011

**Resolved:** The minutes of the Parish Council meeting of Monday 18<sup>th</sup> July 2011 were accepted and signed by the chairman.

5.1. Outstanding Actions

5.1.1. **101115-2 To request that SG Highways consider applying parking restrictions to the junction of Davids Lane and Paddock Gardens.** **Action to Clerk**

Cllr Brian Lee offered to discuss the problem with our local PCSO. (18/7/110)

The problem was discussed with the community police team who would monitor the area for illegal or inconsiderate parking.

Action closed

5.1.2. **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**

The Clerk was asked to arrange a separate meeting in September. (18/7/11)

The date has been set for the budget meeting (Oct 24<sup>th</sup>) which will combine some elements of tutorial with dealing with the live issue of the process of determining next year's budget.

Action closed

5.1.3. **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 18/7/11

The Clerk has asked for some help from Cllr James Sumner. (15/8/11)

5.1.4. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** **Action to Clerk**

Ongoing 15/8/11

5.1.5. **110620-1 To offer this Council's support to the proposal received from *Leiston-cum-Sizewell Town Council*.** **Action to Clerk**

Email sent and thanks received from Leiston-cum-Sizewell. Action Closed

- 5.1.6. **110718-1 To request that the Police take action to stop the parking of cars on the footway near 8 Greenhill.** *Action to Clerk*  
Community Police team have been advised of the problem and have visited the homeowner and given advice. PCSO Tony Blackmore will follow up as the advice given has so far had no effect.  
Action Closed
- 5.1.7. **110718-2 To arrange the provision of two notices at the Skate Park and a notice for the Limekiln Field.** *Action to Clerk*  
Two notices have been ordered from the least-cost company of the four estimates received expected ready for collection by 19/8/11.  
Action Closed
- 5.1.8. **110718-3 To urge the South Glos Playbuilder project team to provide and install the proposed Limekiln Field notice board.** *Action to Clerk*  
Emails and phone calls have been regularly made to urge the action. The delay is due to the need to make a bulk order and other councils have not yet decided on the format of their notice. The Clerk will continue to urge. 15/8/11
- 5.1.9. **110718-4 To formally record all reports made to the Council.** *Action to Clerk*  
The Clerk has created a formal report register that will now be integrated into the Parish Records.  
Action Closed
- 5.1.10. **110718-5 To arrange payment to Janes Pond of 50% of the total invoiced cost of the new footpath at Limekiln Field.** *Action to Clerk*  
Completed. Meeting to be arranged with Jane's Pond  
Action Closed
- 5.1.11. **110718-6 To seek opinion from Cllr's Maggie Tyrell and Shirley Holloway about the QEII Challenge and any proposals about land in Alveston.** *Action to Bran Lee*  
Cllr Shirley Holloway reported that after investigation, both school playing fields fall outside the remit of the QEII Challenge as they are part of the infrastructure of the sites. They may have been eligible if they had been separate playing field away from the main school site.  
Cllr Holloway will report back re. Alveston Down.

## 6. Recommendations from Committees

- 6.1. **Planning** (Meetings 18<sup>th</sup> July, 1<sup>st</sup> Aug) - Cllr Brian Lee reported on the meeting as in the minutes. The only additional item to comment on was the progress, however slow, of the enforcement action requested at Oak House, Davids Lane. Cllr Shirley Holloway was asked to chase the action with the Enforcement team.

**110815-1 To urge enforcement action with the fence at Oak House, Davids Lane.**

*Action Cllr Shirley Holloway*

Update 17/8/11. An officer from the enforcement team has confirmed that the fencing at Oak House has been retained in breach of condition. The owner and applicant have been advised that they are now in breach of the condition and that the Council must consider formal enforcement action. The officers have requested that the unauthorised fencing be removed within 28 days and that the revised details are formally submitted for the Council's consideration also within the 28 days.

- 6.2. **Playing Fields & Open Spaces** – (1<sup>st</sup> Aug) – Cllr Alison Peters

Springy Tiger – The tiger had been removed for repair and repainting.

**Council Charges**

The committee had discussed at length the current charges which had been the same since April 2010 and unanimously recommended to Council that they be increased from the start of the football season and to be subject to a further review during the budget discussions in Oct/Nov.

With only a short discussion, the Council agreed with the recommendation.

**Resolved:** To raise council charges as follows.

- That from September 1<sup>st</sup> 2011, the Playing Field Charges be raised by 10% and additional fees of £20 and £10 charged for football training sessions.
- That from September 1<sup>st</sup> 2011, the Cemetery Charges are raised by 5%.
- The increased charges to apply until 31<sup>st</sup> March 2012 or for the playing field charges the end of the football season, whichever is the later.
- The charges to be further reviewed in October/November when the budget is being considered.

6.3. **Footpaths & Allotments** – (No Meeting)

6.4. **Finance and General Purposes** - (1<sup>st</sup> Aug) – Cllr Terry Hunt.

The F&GP committee had discussed and agreed with the recommendation to increase the charges as in item 6.2.

Both the review of the Internal Audit Plan and the Risk Assessments had been deferred until the next meeting.

## 7. Representatives Reports.

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

PCSO 8752 Tony Blackmore apologised for not being able to attend but his report was read out as follows:

Having checked all incidents and crimes reported over the past month, the following are the only incidents relevant for Rudgeway/Alveston area.

24th July - 03:00 - Report of two cars playing loud music in Youth Centre Car Park, no vehicle registrations seen, unfortunately vague description due to light, Police unavailable due to attendance at other incidents.

27th July - Criminal Damage to Marlwood School Bungalow, damage to roof, fences and graffiti. Unfortunately no CCTV in operation. A paint can was recovered for fingerprints but proved negative and nothing was heard by the neighbour.

2nd August - Theft of Lead from roof from commercial premises on the A38 at Rudgeway. Theft value £1000 but damage caused estimated to be £30-40,000. No CCTV and no scope for forensics due to rain. Nothing was seen or heard by neighbour.

12th August - Car fire opposite Berkeley Vale Motors, passer by saw car on fire at approximately 00:45am, group of youths stopped nearby, searched, checked over, however no evidence to connect them to fire. Nothing found in car by forensic examination, house to house enquires with neighbours unfortunately nothing seen or heard. There was CCTV on premises nearby but does not show anything. It is still not known at this time if this was an arson or electrical fault with car.

The Great Western Air Ambulance will be in the area over the next week or so, going house to house to try to get sponsorship to raise funds. They will be in full uniform with badges and have the appropriate identification badges. They will not be collecting cash, only cheques or debit details only, just for residents to be aware.

The next Safer Stronger Community Group meeting will be held on Wednesday 24th August at 7:30pm at Cossham Hall, Chapel Street, Thornbury, please come along to discuss any issues that you may have within your community.

The next Alveston Beat Surgery will be on Thursday 8th September at 10:00-11:00 in Haddrell Court, Vattingsone Lane, Alveston.

## 7.2. South Gloucestershire Council

Cllr Shirley Holloway reported as follows:

Additional lighting on Footpath across Alveston Down. – This issue raised at the Parish Council meeting in May has been discussed with the South Glos department responsible for street lighting. The current budget is very tight and providing additional lighting in existing pathways has to be judged largely by demand. Can the Council refer back to the original request to try to justify the need?

**110815-2 To consult with local resident about the need for additional street lighting on Alveston Down.** **Action Cllr John Cutland**

Dropped kerbs at Cross Hands – The Council had been circulated the consideration of the SG Officer re. the problems experienced by motorised scooter users in Alveston and Cllr Holloway was pleased to report that installing dropped kerbs by the Cross Hands would be incorporated into the project to install a new pedestrian crossing.

A38/Davids Lane junction improvements – The request for a right turn filter at the junction of A38 and Thornbury Rd has been withdrawn.

Seat on Alveston Down - The request for a public seat to be installed on Alveston Down has been rejected on Budgetary grounds. It is suggested that the matter should be referred back to the Footpaths & Allotments Committee.

**110815-3 To refer back to the Footpaths & Allotments Committee the request for the provision of a public seat on Alveston Down.** **Action Cllr Hannah Richmond**

## 7.3. Jubilee Hall management Committee

Cllr Brian Lee reported:

The work to install a new heating system is nearly completed.

A facility to show all room bookings is now in operation on the alveston.org web site.

## 7.4. Youth Centre management Committee

None

## 8. Community Forum

The Community Forum is focussing all its attention at the moment on preparations for the Community Show to take place on Saturday Sept 3<sup>rd</sup>.

There is a meeting planned with the chairman of the Alveston Parade Management Committee to which Cllr John Cutland will attend.

## 9. Allotments

The Clerk is to represent the Council at the Area Forum meeting on 31<sup>st</sup> Aug to support the application for a capital grant to assist the funding of providing a water supply to the allotments.

## 10. Playbuilder Project

Limekiln Field new Footpath

The Clerk reported on the current situation regarding the outstanding issues with the footpath. We were still awaiting a response from the SG project manager about her meeting with Jane's Pond.

**11. Queens Jubilee 2012**

No progress had been made in determining local interest and it was agreed that the item should be included in the next Helmet article as well as be a subject on the Community Show stand.

**12. Correspondence**12.1. Correspondence for Information

Listed in Appendix A

12.2. Correspondence for Action

Royal Horticultural Society – An invitation to join RHS Britain in Bloom.

This offer was discussed and the Council could see no tangible benefit to the Parish to be gained by joining. No action to be taken.

**13. Authorisation of Payments.**

## 13.1. Payments.

## 13.1.1. Payments authorised at F&amp;GP meeting 1-Aug-2011

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance	1918	978.00
Office Depot	Stationery	1917	77.06
RBL Poppy Appeal	Donation & Wreath	1919	75.00
	Total expenditure		1130.06

## 13.1.2. Payments authorised by Cllrs Brian Lee &amp; Terry Hunt.

Payee	Details	Chq. no	£
South Glos Council	Cemetery Rates	DD	51.00
Virgin Media Business	Broadband to 31-Aug-11	1920	26.40
Bristol Water	Cemetery Water Rates	1921	18.75
Alveston Jubilee Hall MC	Room Hire	1922	70.53
CFS	Photocopy Services	1923	25.25
R Phillips	Post Office Stamps	1924	33.60
G White T/A MrFruit	Allotment site Tree pruning	1925	140.00
Digley Associates Ltd	post-accident safety inspection	1926	210.00
Jeff Lamb	Pest (Wasp) Control	1927	105.00
Monkey-Do	Re-install play nets	1928	50.00
R Hazzard	Supply & plant shrubs	1929	106.00
BT	Telephone to 9 Nov2011	1930	71.26
R Phillips	Cemetery ground markers	1931	7.20
Mike Webb	Funeral Services plot 31	1932	85.00
D Biddle	Salary – Cemetery caretaker	1933	84.75
R Phillips	Clerk Salary & Expenses	1934	1,105.59
B Painter	Salary Inspect/daily sweep	1935	142.30
	Total expenditure		2,332.63

## 13.2. Receipts

## 13.2.1. Recent income received.

Payee	Details	inc. no	£
L & J Gulwell	Deed of Grant & Interment Plot 61	Inc 1891	103.00
J Jenkins	Interment & funeral services	Inc 1892	153.00
	Total income		256.00

**Resolved:** That all receipts and payments presented to the meeting were accepted.

## 14. Any Other Business

- 14.1. Cllr Alison Peters reported to the Council that she was very disappointed by the standard of grounds maintenance in parts of the estate and proposed that a formal letter be sent to the contractor bringing this matter to his attention and warning that if there was no improvement, the contract may be cancelled.

This proposal was supported by anecdotal evidence from several members. The Council was unanimous in agreeing the proposal.

**110815-4 To send a formal warning letter to the grounds maintenance Contractor**

**Action Clerk**

- 14.2. Cllr John Cutland reminded the Council of their duty to maintain the War Memorial in St Helen's churchyard. It was very dirty and hadn't been professionally cleaned for many years. The last cleaning had been by a previous member and that was a number of years ago. It was agreed to obtain some quotes for this work.

**110815-5 To obtain estimates for cleaning the war memorial.**

**Action Clerk**

- 14.3. Lodge Farm – members were reminded of the meeting on Wednesday 24<sup>th</sup> August at 4.00pm with officers from SG Council and members of Sustainable Thornbury to discuss the proposals for Lodge farm.

- 14.4. Field Users meeting – Although a subject proper to the PF&OS committee, the Clerk was seeking views on whether we should proceed with invitations from the field users to attend the next committee meeting.  
The general view was that we should see the opinions of the field users as to whether this invitation would a) be accepted and b) be of interest.

**110815-6 To canvass the views of the field users about attending a PF&OS committee meeting and report back to that committee.**

**Action Clerk**

- 14.5. Budget Meeting – it was agreed to hold a special meeting/training session for Annual Budget Review on Monday 24<sup>th</sup> Oct at 7.30pm.

Meeting closed at 9.10pm.

## Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
15-Jul-11	E	SG - Waste Disposal	Briefing re Sort-it Centres	Dist'n & File	18-Jul-11	N
16-Jul-11	L	Mike York	Invoice - £602.00	Clerk Action	18-Jul-11	Y
18-Jul-11	L	Oldbury SSG	Site Report	Dist'n & File	19-Jul-11	N
19-Jul-11	L	SG Planning	Permit - 1A Quarry Rd.	Clerk Action	19-Jul-11	Y
19-Jul-11	E	SG Environment	Free energy workshops with Centre for Sustainable Energy (CSE)	Dist'n & File	19-Jul-11	N
20-Jul-11	L	Co-operative Bank	Statement	Clerk Action	20-Jul-11	Y
20-Jul-11	L	Sharon Phillips School of Dancing	Request to display posters	Dist'n & File	20-Jul-11	N
20-Jul-11	E	SG Link	Annual Report 2010/11	Dist'n & File	20-Jul-11	N
21-Jul-11	E	SG Council	The Queens Diamond Jubilee celebrations - Guide to taking part	Clerk Action	26-Jul-11	Y
21-Jul-11	E	Independent memorial Inspection (IMI)	Brochure re. War memorial cleaning	Dist'n & File	26-Jul-11	N
22-Jul-11	L	SG Youth Service	Annual Report 2010-2011	Dist'n & File	25-Jul-11	N
22-Jul-11	L	Sutcliffe Play	Brochure	Dist'n & File	25-Jul-11	N
22-Jul-11	E	LCR	LCR On-line	Dist'n & File	26-Jul-11	N
22-Jul-11	E	Avon & Somerset Police Authority	Invitation to consultation on-line	Dist'n & File	26-Jul-11	N
23-Jul-11	L	Barcham Tree Specialists	Questionnaire	Dist'n & File	25-Jul-11	N
25-Jul-11	E	SG Parishes	Community Leadership Awards	Dist'n & File	24-Jul-11	Y
25-Jul-11	E	SG DAG	Newsletter July 2011	Dist'n & File	25-Jul-11	N
25-Jul-11	E	Kelly Cole	Enquiry re. Grant Aid 2011	Clerk Action	25-Jul-11	Y
25-Jul-11	L	Magnox North	Powerlines Issue 16	Dist'n & File	25-Jul-11	N
25-Jul-11	L	Bank of Ireland	Statement	Clerk Action	25-Jul-11	Y
25-Jul-11	E	Louise Carthy SG PCT-NHS	Invitation to meeting to discuss future health services for Thornbury	Clerk Action	26-Jul-11	Y
26-Jul-11	L	Office Depot	Invoice £77.06	Clerk Action	26-Jul-11	Y
26-Jul-11	L	L & J Gulwell	Application for Deed of Grant & Interment Plot 61	Clerk Action	26-Jul-11	N
28-Jul-11	L	SG Planning	Application - Hayfields, The Street, Alveston	Clerk Action	29-Jul-11	Y
28-Jul-11	L	Mazars	Revisions to Annual return	Clerk Action	01-Aug-11	Y
29-Jul-11	L	SG Planning	Application - Ship Inn, Alveston	Clerk Action	29-Jul-11	Y
29-Jul-11	E	Mac Cullen	Static shock from play slides at Limekiln.	Clerk Action	29-Jul-11	Y

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
29-Jul-11	L	CRK Garden Manicures	Invoice £978.00	Clerk Action	01-Aug-11	Y
29-Jul-11	E	Paula Meek (SGC)	Invitation to attend Local Forum 31-Aug to support application for capital grant	Clerk Action	29-Jul-11	Y
30-Jul-11	L	SG Planning	Refusal - 23 Paddock Gardens	Clerk Action	01-Aug-11	Y
30-Jul-11	L	SG Planning	Application - 11 Greenhill Gardens	Clerk Action	01-Aug-11	Y
30-Jul-11	L	Bank of Ireland	Cheque book	Clerk Action	01-Aug-11	N
30-Jul-11	L	Royal British Legion	Poppy Appeal - Wreath order 2011	Clerk Action	01-Aug-11	Y
02-Aug-11	E	Digley Associates Ltd	Invoice £210.00	Clerk Action	02-Aug-11	Y
02-Aug-11	E	N Westlake	Application for shed on Allotment plot 12	Clerk Action	02-Aug-11	N
02-Aug-11	E	Nigel Westlake	Request for permission to erect shed allotment plot 12	Clerk Action	08-Aug-11	Y
03-Aug-11	E	Police	Neighbourhood Watch Newsletter Summer 2011	Dist'n & File	08-Aug-11	N
03-Aug-11	L	North Bristol NHS	Consultation to become a Foundation Trust	Dist'n & File	08-Aug-11	N
04-Aug-11	L	Bristol Water	Invoice £18.75	Clerk Action	08-Aug-11	Y
04-Aug-11	E	Tom & Lynn Pye	Boundary issue allotment plot 21	Clerk Action	08-Aug-11	Y
04-Aug-11	L	CPRE	Fieldwork Summer 2011	Dist'n & File	08-Aug-11	N
08-Aug-11	E	CFS	Invoice £25.25	Clerk Action	08-Aug-11	Y
08-Aug-11	L	J Jenkins	Payment Interment & Services M Webb Plot 31	Clerk Action	08-Aug-11	Y
08-Aug-11	L	R Phillips	Invoice £33.60 (Stamps)	Clerk Action	08-Aug-11	Y
08-Aug-11	L	JHMC	Invoice £70.53	Clerk Action	08-Aug-11	Y
08-Aug-11	L	Virgin Media	Invoice £26.40	Clerk Action	08-Aug-11	Y
08-Aug-11	E	Steve Webb MP	Invitation to Event for local charities 27 Sept.	Dist'n & File	08-Aug-11	N
08-Aug-11	E	Thornbury Methodist Church Football Club	Fixtures List 2011/12	Clerk Action	08-Aug-11	Y
08-Aug-11	E	SG Link	Patient and Public Involvement Programme at NICE update bulletin	Dist'n & File	08-Aug-11	N
08-Aug-11	E	SG Senior Citizens Forum	Newsletter Summer 2011	Dist'n & File	08-Aug-11	N
09-Aug-11	L	Royal Horticultural Society	Invitation to join RHS Britain in Bloom	Clerk Action	09-Aug-11	Y
09-Aug-11	L	SG Planning	Application - Lower Hazel House	Clerk Action	09-Aug-11	Y
09-Aug-11	L	Mr Fruit	Invoice - £140.00	Clerk Action	09-Aug-11	Y