

## **Minutes of the Parish Council Meeting Held on 19<sup>th</sup> March 2012 at 7.30 p.m. in the Jubilee Hall.**

**Present:** - Cllrs John Cutland (JC) (Chairman), James Sumner (JS), Mike Webb (MW), Marcus Fry (MF), Bernard Willcox (BW), Terry Hunt (TH), Brian Lee (BL), Allison Peters (AP), Phil Squires (PS), Steven Blick (SB), Maggie Tyrrell (MT) (SGC), Mrs Christine Casey.

Bob Phillips (Clerk)

### **1. Apologies for Absence**

Cllrs. Hannah Richmond (HR), Shirley Holloway (SH) (SGC),

### **2. Evacuation Procedure**

The evacuation procedure was noted

### **Briefing – Jonathan Cooke**

Prior to the Parish Council Meeting the Parish Council welcomed Jonathan Cooke, the Head Teacher at St Helen's Church of England School who gave a briefing on the school's Activities in the Community

Jon Cooke (Head St Helen's CE Primary School) thanked John Cutland and Bob Phillips for the invitation to address the Parish Council. It was the first time the Head of St Helen's School had addressed the Parish Council since September 2003.

Since becoming Head there have been substantial improvements to the school buildings and site, including the new IT room, refurbishment of the toilets, re-carpeting of classrooms and recent car park resurfacing.

Recent staff changes - two long serving members of staff recently retired and two new members of staff have joined. The school had also recruited a new caretaker.

The School's vision is: Growing and Learning Together

The Schools Mission Statement includes "We believe that each child will succeed through... learning partnerships between school, the local community and beyond."

#### **The Present**

**Extended Services** - The school offers a full core of extended services to its immediate community of children and their families. The Breakfast Club averages 24 children and the After School Club is also increasing. There is a demand to provide a Holiday Club at St Helen's which will be open for the school holidays.

**Art Project** - This year the whole school took part in an art project to produce a mosaic of the school which now forms a display at the school.

**Interconnected Community** - The school welcomes a significant number of adult readers from the community and the PTA undertakes to provide Christmas and summer fairs and a parade. A number of Parish Councillors are currently or have recently served as School Governors and other members have children or grandchildren at the school.

**Involvement in the Community** - The School has been involved in many activities within the community including bulb planting, parade tidy, best kept village, art competition, litter pick and garden club. The school were also involved in the Alveston flower show and Tytherington May Day dance and submits regular articles to Helmet, is linked to the Community website and the School Newsletter is distributed to the Parish Council and posted on the Parish Notice Board. As you would expect, with its strong links to the church, the school is actively involved in all festivals and Armistice Day.

**Sports** - cricket, tag rugby, football

**Schools** – We are closely linked with Marlwood School, one of our feeder schools, with sports, arts showcase, music, gifted and talented maths

Local Organisations - Thornbury Carnival parade, gardening club, Armstrong Hall plays, Speaking and Listening Competition with the Rotary Club.  
Charities - Hammer Out, Just Different, Sport Relief, Children in Need, Flood Relief.  
Road Safety - the School takes part in Bikeability and undertakes road safety workshops and Sort it workshops.  
People who help us - this term the School has had a project which involves visits from local people including a policeman, the Thornbury Fire Brigade and a local optician.  
Consultations - the School has been involved in the Parish Plan, park play provision and the School Travel Plan

School Facilities – during the church refurbishment, the church held services in the school and we have 2 lettings to local groups, we were the venue for the OAP Christmas lunch, and the pre-school uses the school woods.

Competitions - The School has been involved in local competitions including pictures of Alveston, and later this year the Thornbury Arts Festival and for the Jubilee celebrations has a potential Community Forum jigsaw project.

### **The Future**

Time constraints - The Head pointed out there will always be limitations on the amount of available time and effort for further community activities given the small staff, the demands of the curriculum and the level of community engagement already undertaken. However, going forward the following is planned:-

Diamond Jubilee – The History Society will be providing display boards “Alveston during the last 60 years” (with Rosemary King photographs) which will be on view in the school for a week before being displayed at the Parish Diamond Jubilee picnic. This will be tied in with a school mini project on the last 60 years, focused on Alveston. The Head has obtained oral history tapes from the local library and has made a request for local artefacts and photos.

Parish Council - The Head invited the Parish Council to nominate a member to talk to the older children about their role in the community. He is hoping also to invite the local MP to also talk about his role.

Village Trail - The Head spoke about his interest in and support for the idea of a Village Trail which he felt would be well used by the school.

Awards - The Head asked the Parish Council to consider the idea of a Parish Council annual prize for an outstanding pupil, one who overcomes difficulties or perhaps a sports cup with the Chair of the Parish Council presenting the cup or the prize. The Head talked of the need for funding for library books and outdoor provision.

Local Groups - The Head intends to contact local groups who could possibly help the school e.g. Local History Society and to organise a visit to the School for the Parish Council. He would be contacting the Clerk for possible dates.

The Head concluded his talk by thanking the Parish Council for this opportunity to talk to them and by asking for questions, ideas and views on his suggestions and ideas.

On behalf of the Parish Council, the Chairman thanked Mr Cooke for a most informative briefing and promised future support from the Parish Council for the ideas and suggestions made.

### **3. Public Participation**

None

### **4. Declaration of Interests**

None

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

Parish Council meeting of Monday 20<sup>th</sup> February 2012

**Resolved:** The minutes of the Parish Council meeting of Monday 20<sup>th</sup> Feb 2012 were accepted and signed by the chairman.

- 5.1. Matters Arising - none
- 5.2. Outstanding Actions
  - 5.2.1. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** **Action to Clerk**  
Ongoing (19/3/12)
  - 5.2.2. **110718-3 To urge the South Glos Playbuilder project team to provide and install the proposed Limekiln Field notice board.** **Action to Clerk**  
Sign installed w/e 9-Mar-2012 – Action Closed
  - 5.2.3. **111017-1 To obtain a formal arrangement with the allotment site landowner for an easement for the water supply pipe across her land.** **Action Clerk**  
After discussion with the solicitor, we were advised that the matter should be formalised by a deed of easement. An appointment had been made to begin the process. Ongoing.
  - 5.2.4. **120220-1 To write to the SG Highways Engineers to request feedback on the site visit and why JC's suggestions had not been acted upon.** **Action to Clerk**  
The Clerk was urged to action this requirement as soon as possible as the Council were fearful of further serious accidents.
  - 5.2.5. **120220-2 To apologise to Betty Dyer that no John Dyer award would be made in 2012. Action to Clerk**  
Email sent to Nigel Dyer 27-Feb-2012. Action Closed
  - 5.2.6. **120220-3 To seek a new chairman of the John Dyer award committee.** **Action to Cllr John Cutland**  
The chairman asked the Council for its help in this task. Ongoing.
  - 5.2.7. **120220-4 To install additional "Dogs not allowed" notices at the cemetery.** **Action to Clerk**  
Notices installed w/e 3-Mar-2012. Action Closed
  - 5.2.8. **120220-5 to obtain estimates for minor landscaping around the War Memorial.** **Action to Clerk**  
The work has been satisfactorily completed by M&B landscapes. Action Closed.
  - 5.2.9. **120220-6 to report the verge damage problems along the A38 to SG Streetcare.** **Action to Clerk**  
Reported to SG Streetcare & Trading Standards. Action Closed

## 6. Recommendations from Committees

- 6.1. **Planning** (Meetings 20<sup>th</sup> Feb, 5h March) – BL reported on the meetings as in its minutes but highlighted the objection made to the application for a Hot Food Takeaway at the Cross Hands Alveston.  
Neighbourhood Planning - BL also made reference to the meetings he and other members of the Council had attended to be briefed about Neighbourhood Planning. He was to attend another briefing to obtain further information and would give the Council a full update after that.
- 6.2. **Playing Fields & Open Spaces** – (No Meeting)
- 6.3. **Footpaths & Allotments** – (Meeting 5<sup>th</sup> March) – JC reported on the meeting as in the minutes.

6.4. Allotment Opening and naming event - It was agreed that the Parish Council should host a formal Allotment opening event together with the AAA. A small committee has been formed and the event is being planned in some detail for Sunday 13<sup>th</sup> May.

6.5. **Finance and General Purposes** - (Meeting 5<sup>th</sup> March) – TH reported on the meeting as in its minutes.

6.5.1. Investment Account

Consideration had been given to fixed-term investments to increase the interest earned on the Parish Council reserves held in bank accounts.

The F&GP Committee recommends that £30k be immediately deposited in a 12 month Co-operative Bank Guaranteed Investment account.

**Resolved:** That £30k is immediately deposited in a 12 month Co-operative Bank Guaranteed Investment account. The investment is to be reviewed annually by the F&GP Committee.

6.5.2. Payment to Janes Pond

The F&GP committee recommends a final payment is made to Janes Pond of £4,152.00 as follows

Original Janes Pond invoice	£6,000.00
Less Classic Landscapes	£1,348.00
Less Administration costs	£ 470.00
Less Administration Expenses	<u>£ 30.00</u>
Payment to Janes Pond	£4,152.00

**Resolved:** To make a final payment to Janes Pond of £4,152.00 for the installation of the Lime Kiln path.

## 7. Representatives Reports.

### 7.1. Police Matters -

Police Report - Tony Blackmore. PCSO 8752

Crime has remained low in the Alveston & Rudgeway areas over the past month with a mixture of incidents as follows:

Sunday 19<sup>th</sup> Feb - an adult female was stopped driving towards home address after crashing in to lamppost on Greenhill Road by Police; she was arrested after failing a breath test and has been charged with failing to stop after a road traffic collision and driving while under the influence of alcohol.

Friday 2<sup>nd</sup> Mar - owner noticed that a metal farm gate had been stolen from The Street, unfortunately nothing seen by neighbours as happened over a two week period and no scope for Crime scenes officers.

Friday 9<sup>th</sup> Mar - criminal damage to an external cctv camera at Wyman Dillon, Rudgeway. The premises has been targeted previously for lead thefts, nothing stolen on this occasion, nothing of evidential value on cctv, nothing for Crime scenes officer, negative from enquiries with neighbours. Crime prevention survey has been carried out and advice given.

Saturday 10<sup>th</sup> Mar - speed checks were carried out around Alveston by traffic officers, two offending vehicles were stopped and drivers have been given penalty notices and are being prosecuted for excess speed.

Tuesday 15<sup>th</sup> Mar - an adult male in a car was stopped on Itchington Lane and searched by officers, the male was found to be in possession of a class b drug and was arrested, he has since been given a Police caution.

Thursday 16<sup>th</sup> / Frid 17<sup>th</sup> Mar - , a vehicle was entered on Down Road and an excise licence has been stolen, the owner believes it was left unlocked. There are no signs of forced entry to the vehicle. A reminder for residents to always lock and secure their vehicle when not in use, as it is making it all too easy for criminals.

There have recently been incidents in Thornbury where false £20 notes have been used in a number of shops. They were Bank of England notes, not the Scottish ones which have been the false ones previously used. A reminder to check all notes upon receiving them, the most obvious

thing to note about them was that when held up to light, the imprint of the Queens face was not complete with approx half of it not printed.

Next Alveston Beat Surgery is at 10:00 at Haddrell Court on Thursday 19th April.  
Next Safer Stronger Community Group Meeting is at 7:30pm on Wednesday 25th April at Severnside Suite at Thornbury Leisure Centre.

***120319-1 Enquiries to be made about accidents at the Davids Lane/A38 Junction***

***Action to Clerk***

**7.2. South Gloucestershire Council**

Cllr Maggie Tyrrell reported:

New constitution of District Council – MT was to attend a meeting later that evening to discuss the District Council returning to a Committee-based constitution rather than the current “Cabinet-based” organisation. The advantages and disadvantages of both were discussed.

Highway Funding – MT reported that an additional £50k had been allocated to each Area Forum to fund highways works.

Davids Lane/A38 Junction – MT reported that SH and herself had been in discussion with the Highways team and were trying to arrange for a holistic review of all the key junctions in Alveston rather than focus on one junction at a time, Clearly the Davids Lane/A38 junction is still under review but it is their view that all the other entry/exit junctions into the village should also be reviewed.

**7.3. Jubilee Hall Management Committee**

BL reported that there were still some problems with the heating controls which would be investigated shortly.

A low-level sink had been installed in one of the toilets.

BL reported that the Jubilee Hall was still seeking a volunteer secretary.

**8. Community Forum**

PS reported.

Coffee Morning – A Coffee morning was to be held in the Methodist Church Hall this Saturday, March 24<sup>th</sup> in aid of CF funds.

Blue Plaque unveiling – The ceremony will be held at 10.30am on Wednesday 18<sup>th</sup> April where Don Cameron of Cameron Balloons will unveil the plaque mounted on The Alveston House Hotel. All councillors are invited and refreshments will be provided by the hotel.

Alveston Parade – This Sunday, March 25<sup>th</sup> the Parade Group will carry out some maintenance work

The Community Forum AGM would be held on 4<sup>th</sup> April 2012

**9. Allotments**

None

**10. Queens Jubilee 2012**

AP reported that the planning was progressing well for the Alveston Jubilee Celebration Picnic to be held on the Jubilee/Limekiln Playing Fields on Saturday 2<sup>nd</sup> June from 11.am until 2.00pm.

The Community Forum have been most helpful as have St Helen's School. Details of the children's involvement are still being finalised but the CF has agreed to help with publicity and a drinks stall.

Others who have pledged support include the WI (teas & cakes), Alveston History Society (exhibition), Pre-school, Guides, Scouts, St Helen's Church and the Round Table. Discussions with others is ongoing.

AP requested a budget of £200 for bunting, flags and other items. Before a decision was taken, the discussion widened to include commemorative mugs or other items and whilst there was no agreement for a formal commemorative presentation to be made, it was agreed that the sub-committee should have sufficient funds available if commemorative items were to be purchased. It was agreed that up to £700 is made available.

**Resolved:** That up to £700 is made available to the Queens Jubilee sub-committee to cover the costs of the event including any commemorative items that were to be purchased.

## 11. Correspondence

### 11.1. Correspondence for Information

A list of correspondence received is available from the Parish Office

### 11.2. Correspondence for Action

None

## 12. Authorisation of Payments.

### 12.1. Payments.

#### 12.1.1. Payments recently authorised by Cllrs John Cutland & Terry Hunt

Details	Chq. no	£
Limekiln Footpath re-surface	2035	1,617.60
ALCA/NALC subscription	2036	602.19
Photocopy services	2037	21.18
War Memorial Renovation	2038	1,632.00
Ironmongery Direct - Signs	2039	29.28
Grounds Mtce	2040	978.00
Post Office - Stamps	2041	33.84
Total expenditure		4,914.09

#### 12.1.2. Payments authorised by Cllrs. John Cutland & Bernard Willcox

Details	Chq. no	£
Broadband to 31 Mar 2012	2042	26.40

Mole clearance at Cemetery	2043	220.00
TCS – Allotment gates	2044	241.32
Install Door & Sign	2045	270.00
FastHosts – Domain Hosting	2046	64.66
Landscape war memorial	2047	165.00
Subscription	2048	29.00
Salary – Cemetery caretaker	2049	86.63
Salary – Inspections & Bus shelters	2050	267.60
Salary & Expenses – Clerk	2051	1137.84
Final payment – Limekiln path	2052	4982.40
Total expenditure		7490.85

## 12.2. Income Received

### 12.2.1. Recent Receipts noted at F&GP meeting 5<sup>th</sup> March 2012

Details	Chq. no	£
Memorial plot 60	Inc 2024	111.00
Memorial plot 71	Inc 2040	65.00
Total income		176.00

### 12.2.2. Recent Receipts

Details	Chq. no	£
Memorial plot 60 (additional payment)	Inc 2041	6.00
Total income		6.00

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

## 13. Any Other Business

### 13.1. Parish On-Line

Mapping Software for Parishes that gives Clerks and Councillors access to mapping information and mapping tools. Free for 30 days evaluation, £20 to set up and £30 per year.

It was agreed that the Clerk & JS would investigate further.

### 13.2. Annual Parish Meeting

The meeting confirmed the agenda and participants for the Annual Parish Meeting 2012 to take place on Wednesday 18<sup>th</sup> April.

## 2012 Agenda

- |  |                             |
|--|-----------------------------|
| 1. Welcome by the Parish Council Chairman        | Councillor John Cutland     |
| 2. Reports                                       |                             |
| Jubilee Hall Management Committee                | Daphne Brown                |
| Youth Centre Management Committee                | Ivor Bryant                 |
| Alveston Charities (Alveston Trust)              | Maureen Sandford            |
| St Helen's School Governors                      | Chris Casey                 |
| 3. The Community Forum                           | Phil Squires                |
| 4. Parish Council Chairman's Report              | Councillor John Cutland     |
| 5. Committee reports and question time.          |                             |
| Parish Budget & Finances                         | Bob Phillips (Parish Clerk) |
| Planning Committee                               | Councillor Brian Lee        |
| Playing Fields & Open Spaces                     | Councillor Alison Peters    |
| Footpaths & Allotments                           | Councillor Hannah Richmond  |
| 7. The Queens Jubilee Celebrations in the Parish | Councillor Alison Peters    |
| 8. End of business                               | Councillor John Cutland     |

Tea and Biscuits kindly provided by Members of the Alveston WI

- 13.3. Emergency Planning – The Parish Council had been invited to respond with their thoughts on a proposed Emergency Planning session with members of the Emergency Planning team in SGC. There is a suggestion that members of the team may be willing to attend a Parish meeting.

Although there was a general acknowledgement of the essential nature of emergency planning it was felt that the Parish Council would have little or no involvement in any emergency and the members were not very enthusiastic to spend a great deal of time on the subject.

It was agreed that the Clerk should establish more detail before the meeting considers it again.

- 13.4. Haddrell Court – The Council had been invited to attend a Merlin Housing meeting at Haddrell Court where they will explain the various options under consideration for the facility. Cllr John Cutland agreed to attend.
- 13.5. Wolfridge Ride – SB commented that kerb replacement had been carried out in various places along Wolfridge Ride. Was this a prelude to re-surfacing? The Clerk was asked to establish the re-surfacing programme.

***120319-2 Enquiries to be made about re-surfacing plans for Wolfridge Ride.***

***Action to Clerk***

Meeting closed at 9.20pm.