

**Minutes of the Parish Council Meeting
Held on 16th July 2012 at 7.45 p.m. in the Jubilee Hall.**

Elim Housing and The Forecastle

Prior to the meeting there was a briefing from Debbie Navruz the area Project Manager and her colleague from Elim Housing about their work at The Forecastle, Down Rd. Alveston.

The Forecastle is a supported housing project owned and managed by Elim Housing Association to help individuals to develop the skills needed to manage their own accommodation. The Forecastle provides housing for up to 17 people and has a team of three staff working there to provide support and housing management. The Forecastle project provides accommodation in the main building and in the two annexe buildings at the back of the main house. At the rear of the property there is also a large garden and a large area of land which is part of the designated greenbelt. Over some time Elim HA has been considering how to develop the land to provide key opportunities for our supported housing residents and potentially, members of the local community.

Such opportunities could include working with our Skills for Life programme to deliver workshops and provide experience of gardening, growing food, training, and positive community engagement.

Some ideas were shared about community engagement and the Council were asked to consider where it could best help in furthering the aims of the project.

The Chairman thanked Ms Navruz for the briefing and offered that the Council would consider the information and discuss what further involvement it could have.

Present: - Cllrs John Cutland (JC) (Chairman), Bernard Willcox (BW), Terry Hunt (TH), Steven Blick (SB), Phil Squires (PS), Allison Peters (AP), Brian Lee (BL), Marcus Fry (MF),

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Hannah Richmond (HR), James Sumner (JS), Mike Webb (MW), Maggie Tyrrell (MT) (SGC), Shirley Holloway (SH) (SGC),

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

- 3.1. Allotment Charges - Mrs Erika Booth, secretary of Alveston Allotments Association sought some clarity over the relationship between the charges made for allotment plots and the "loan" made by the Council to set-up the Allotments.

BL added to the request for clarity as he had made it clear in a number of emails that he was not happy with the explanations given so far.

TH expressed disappointment that the lack of acceptance of the facts had created some confusion and asked the meeting to make a clear statement of the Council's position and resolve to accept the statement.

Resolved: The Parish Council unanimously resolves that the following statement reflects the Parish Council's long term arrangements with the Hawkins Hide Allotments.

- The allotment site is treated as any other Parish Asset and managed by the Council for the benefit of all Parish Residents. Income and expenditure will be managed within the Parish budget.
- Charges for Allotment plots will be determined by the Parish Council and reviewed annually in the same manner as other Parish charges.
- The costs of setting up the allotments, accrued between 2009 and 2012, have been met from Parish Council reserves and will be recovered over time as Parish finances allow.

3.2. St Helen's School – Chris Casey, St Helen's School community Governor gave a short update.

The school and the Head had been delighted with the two recent occasions that the Parish Council had been involved with the school. The Clerk had given a talk about the work of the Council to years 3, 4, 5 and 6 and a few days later members of the Council had made a formal visit to the school. The feedback from both was very positive and it was hoped to be repeated in the future. One suggestion was that perhaps we could include a school visit as part of a new councillor induction.

BW commented that he had been very impressed with the school visit and the members had been made very welcome and that he found the school most impressive.

4. Declaration of Interests

None

5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 18th June 2012

Resolved: The minutes of the Parish Council meeting of Monday 18th June 2012 were accepted and signed by the chairman.

5.1. Matters Arising

- 5.1.1. Annual Parish Meeting – PS reminded the meeting that it had been agreed to include the format and planning for future Annual Parish Meetings to the PC meeting agenda.

120716-1 to add the Annual Parish Meeting as an agenda item to future PC meetings.

Action to Clerk

5.2. Outstanding Actions

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

It was agreed that this action was now too old to have any relevance and that any guidance time limits to members of the public attending meetings should be placed in a separate document clarifying the protocol for public participation at meetings. Action Closed.

- 5.2.2. ***Action 120220-3 to seek a new chairman of the John Dyer award committee.***

Action to Cllr John Cutland

The Clerk reported that he was in discussion with a resident about the role and would report progress in due course. (16/7/12)

- 5.2.3. ***120521-1 to write to SGC Highways Department seeking some urgency to the re-surfacing of Wolfridge Ride.*** ***Action to Clerk***

An email had been received from Chris Studley the Stakeholder Manager at SG Streetcare and Transport as follows:

As you are aware Wolfridge Ride was inspected in January and the good news is that the road is planned to be resurfaced in next year's Micro Asphalt resurfacing programme.

The Inspector has carried out further investigation and considers there are no safety concerns at present. However please do not hesitate to contact the Inspector Ian Wilson if there are any particular areas of safety concern

Action Closed

- 5.2.4. **120521-2 to investigate options for provision of seating in the bus shelters at Rudgeway.**
The action to be referred to the FP&A committee. **Action to Clerk**
Action transferred to FP&A Committee.
- 5.2.5. **120521-3 to write to SG about school buses being driven recklessly through Alveston.**
Action to Clerk
Email sent to Julie Day, Principal Transport Officer, SG Integrated Transport Unit on 19 June 2012.
Ongoing (18/6/12). Action Closed
- 5.2.6. **120618-1 to pay net costs of the Jubilee Celebration picnic from General Reserves.**
Action to Clerk
The action has been completed.
- 5.2.7. **120618-2 to report to SG the overgrown verge alongside the footpath across Alveston Down, also the low branches.** **Action to Clerk**

6. Recommendations from Committees

- 6.1. **Planning** (Meetings 18th June) – nothing to report.
- 6.2. **Playing Fields & Open Spaces** – (No Meeting)
- 6.3. **Footpaths & Allotments** – (No Meeting)
- 6.4. **Finance and General Purposes** - (No Meeting)

7. Representatives Reports.

7.1. **Police Matters**

PCSO Tony Blackmore apologised that he had not had sufficient time to produce a report as his current requirement was to spend 80% of his time on “high-visibility” patrol. He did draw the Council’s attention to one item:

“I would like to draw residents attention to the theft of Catalytic converters from vehicles, in particular from MPV’s, pick up trucks and vans. Only one has been stolen from Alveston recently, but several in Thornbury and surrounding areas. Catalytic converters are only being stolen from vehicles that have good ground clearance, a sharp chain device is being used to cut quickly and quietly, these are being stolen from newer vehicles as the metals within have a high scrap value.

A reminder that the next Safer Stronger Community Group meeting is due to be held in Alveston Methodist Church Hall on Wednesday 1st August at 19:30.

120716-2 to write to the Police Inspector responsible for Community policing to remind about previous agreements made regarding attendance/reports to the Parish Council.

Action to Clerk

7.2. **South Gloucestershire Council**

Nothing to report. (see item 7.7 Haddrell Court)

7.3. Youth Centre

AP reported that the refurbishment of the toilets was under way and was expected to be completed shortly.

7.4. Jubilee Hall

BL reported that the planned redecoration would be undertaken in late July. A meeting with SG planners had established that despite the listed building status, they would not require planning permission to remove the now redundant chimneys. It had also been agreed that if necessary the bell tower could also be removed although a decision had not yet been taken.

7.5. SSCG

The next SSCG meeting would take place on Wed 1st August at 7.30pm in the Alveston Methodist Church.

7.6. Alveston Trust

BW reported that the new treasurer Les Forrest had obtained advice from the Charity Commission that should ensure that income from the investment portfolio was able to be reinvested. This would significantly improve the long term Trust's future financial position.

7.7. Haddrell Court

JC had attended a meeting with the Merlin representatives at Haddrell Court to learn about the future plans for the facility. JC had been most disappointed by the presentation made and although 61% of the residents had failed to answer the survey, decisions had now been made. The Council had learned that SG Council members had been critical of the process of consultation over the fate of the sheltered housing schemes and were addressing the matter with the Chief Executive of Merlin Housing.

MT had reported by email that plans being discussed included knocking down the adjacent garages and two houses which would then create a large area for potential development.

TH added that Age UK South Glos were also involved and were acting as advocates for some residents.

8. **Community Forum**

PS reported.

The Community Forum will be supporting the Alveston Flower and Craft Show on 1st September.

Planning had already started for the Christmas event which it was hoped would be bigger with more activities than last year.

9. **Correspondence**

9.1. Correspondence for Information

A list of correspondence received is available from the Parish office.

9.2. Correspondence for Action

9.2.1. Letter from Mr Paul Allen re. Memorial Tablet apology & recompense.

AP agreed that she would write a letter to Mr Allen agreeing to plant a memorial tree and install a plaque at Council expense. The work to be undertaken in the autumn.

10. Authorisation of Payments

10.1. Payments.

10.1.1. Payments authorised by Cllrs John Cutland & Mike Webb

Details	Chq. no	£
Grounds Mtce	2100	1010.90
Total expenditure		1010.90

10.1.2. Payments authorised by Cllrs John Cutland & Brian Lee

Details	Chq. no	£
Allotment legal fees	2101	600.00
Total expenditure		600.00

10.1.3. Payments authorised by Cllrs Brian Lee and Marcus Fry

Details	Chq. no	£
Member expenses	2102	9.10
E Buyer – IT Equipment	2103	618.82
Photocopy Services	2104	18.35
Playground Insp/Litter/Bus shelter cln	2105	103.00
Broadband to 31 July	2106	26.40
Salary – Cemetery caretaker	2107	86.83
Salary – Insp/Bus shelter clean	2108	170.80
Salary/exp - Clerk	2109	1140.07
Total expenditure		2173.37

10.2. Income Received

10.2.1. Recent Receipts

Details	Lgmt. no	£
Allotment Rent Plot 1	Inc 2117	12.50
Memorial Plot 1 b(part)	Inc 2118	5.00
Total income		17.50

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

11. Any Other Business

1.1. Code of Conduct

The Localism Act 2011 places a duty on council's to promote and maintain high standards of conduct and whilst the national code will be repealed, councils will be under a duty to adopt a local Code of Conduct. On 23rd May, SGC resolved to adopt the Code of Conduct attached. (Minor modifications have been made to make it more readable and Alveston specific). All old codes have

now been repealed and the Parish Council is asked to resolve to adopt the new Code of Conduct issue 4 dated 23rd July.

Resolved: That Alveston Parish Council adopts the Code of Conduct for Parish and Town Councils issue 4.

All members will be invited to complete a new Register of Interests in line with the requirements of this new Code as soon as they are available from SGC.

1.2. Carriageway & footway assessments for Area Forums

A communication had been received from SG Highways Mtce department advising of a change to some of the allocation of the funding of capital projects. This item would be deferred to a later meeting when one of the SG Councillors was able to attend.

1.3. Grounds Maintenance

TH reported that the grass cutting at the Cross Hands play area was being poorly managed and a recent cut had left large amounts of clippings on the surface making it impossible for children to play. Although it was accepted that this year the weather conditions had made grounds maintenance a difficult task, he thought we should make greater demands on the contractor to keep up with the specification.

120716-3 to require the Grounds Maintenance contractor to immediately address the poor grass cutting at Cross Hands and to keep closer to the specification of the contract.

Action to Clerk

1.4. Part-night time Lighting

SB asked why the item had not been included on the agenda for this meeting. The Clerk apologised for the oversight.

120716-4 to add "part-night time lighting to the next meeting agenda.

Action to Clerk

1.5. Helmet Editor

BL reported that due to ill health, Brian Gale had relinquished his membership of the Helmet editorial committee.

The Parish Council was unanimous in its appreciation of Brian's work in the community as had been reflected in this extract from the citation on his "John Dyer Award" in 2010..... *Brian has been the driving force behind The Helmet magazine. He encourages the team responsible for the publication and distribution of each new issue and makes all team members feel important, ensuring good morale, and welcomes anyone joining the team for the first time. He ensures that Helmet provides good communication for Alveston and manages to generate a significant surplus from the magazine each year, which is donated to St Helens and Methodist Church's*

1.6. Grants & Donations

The Clerk was reminded to include in the article for the next issue of Helmet requests for applications for grants.

Meeting closed at 8.45pm.

The next meeting of Alveston Parish Council is on Monday 20th August at 7.30pm.