

**Minutes of the Parish Council Meeting  
Held on 16<sup>th</sup> December 2013 at 7.30pm in the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), John Cutland (JC), Mike Webb (MW), Ann Wilkins (AW), Phil Squires (PS), Shirley Holloway (SH) (SGC), Maggie Tyrell (MT) (SGC), Chris Casey (CC)  
Graham Smith (Clerk)

**1. Apologies for Absence**

James Sumner (JS), Marcus Fry (MF), Steve Blick (SB), PC Sean White

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

3.1. Dispensations under Section 33 of the Localism Act 2011.

(Clerk) explained that to enable the Council to discuss and take decisions about the budget and precept, each member with a pecuniary interest within the Parish is required to apply to the Council for a Dispensation. Forms were distributed and when completed were presented to the Clerk. The Council agreed to accept all applications for Dispensations.

**4. Public Participation**

Paul Caddick

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

5.1. Parish Council meeting of Monday 18<sup>th</sup> November 2013: -

***13.050 Resolved: The minutes of the Parish Council meeting of Monday 18<sup>th</sup> November 2013 were accepted and signed by the chairman.***

Priorities were set on all current Parish Council actions described on the Action List.

**6. Recommendations from Committees**

6.1. **Planning** (Meetings 18<sup>th</sup> November, 2<sup>nd</sup> December) – (MW) reported as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** (+No meeting) - (PS) reported that the annual play equipment and Parks Health & Safety check had been completed and cost estimates returned. He advised the Council that he would prioritise the issues in order of importance and separate into three separate action points. The first third will be presented at the next Finance Committee meeting for approval.

6.3. **Footpaths & Allotments** – (Meeting 2<sup>nd</sup> December) – (Clerk) reported as detailed within the Planning meeting minutes. The public consultation relating to the grass cutting of highway adopted land and dog bins was completed on the 30<sup>th</sup> November and reported that from those forms returned a large majority accepted the option that grass cutting services were to be maintained with the cost being collected through council tax payments. A majority also voted to retain dog bins but to a lesser extent to that of grass cutting. The committee recommended to the council that the increased cost to service these requirements should be factored into 2014/15 budgets.

6.4. **Finance and General Purposes** - (Meeting 2<sup>nd</sup> December) (TH) reported on the meeting as in the minutes dated 2<sup>nd</sup> December and requested that the committee approve:

6.4.1 The proposal to retain grass cutting of highway adopted land as requested through public consultation. Proposed (TH), Seconded (MW) and carried unanimously.

***13.051 Resolved: The grass cutting of highway adopted land shall be retained at current levels.***

6.4.2 Retaining dog bins and waste disposal at current levels, (AP) suggested that careful consideration should be given to location of dog bins in relation to litter bins and areas such as passageways and children's playgrounds and each bin should be considered individually.

(AP) proposed that dog bins be retained but rationalised where appropriate. Seconded (PS) and carried unanimously.

**13.052 Resolved: Dog bins shall be retained but rationalised where appropriate.**

6.4.3 The Grounds Maintenance Tender Documents were opened at 14.00PM on Wednesday 20<sup>th</sup> November 2013 by (AP), (TH), (PS), - (Clerk) present. Four out of six documents were returned and the committee recommended adopting the lowest bid. (AW) enquired if a year on year increase was factored in and (MW) enquired whether a clause is in place for non-performance of contract specifications. (Clerk) replied that both these concerns will be covered in the new contract when drawn up. (JC) proposed that the Council accept the lowest tender, seconded by (MW).

**13.053 Resolved: The 2014-2016 Grounds Maintenance Contact be offered to the lowest bid.**

6.4.4. The F&GP committee recommends due to increase in grounds maintenance and general increases predicted across the board that the Council agree a 5% increase in the expenditure budget for 2014/15. This will NOT include expenditure relating to the Street Scene Consultation relating to highway adopted land and dog bins where finance to retain these services is shown separately (below).

	2012/13	2013/14		2014/15
	Actual	Budget	Projected Actual	Proposed Budget
<b>Finance &amp; GP - Expenditure</b>	32527	35009	33335	35531
Income	6175	4134	4027	4380
Precept	<b>47346</b>	46519	46519	48845
Resident Street Scene Consultation				4265
LCTS Grant		2247	2247	2247
<b>Net expenditure</b>	<b>-20994</b>	-17891	-19458	-24206
<b>Parks &amp; Open Spaces - Expenditure</b>	20607	20893	19788	22558
Income	2694	2163	1862	2200
<b>Net expenditure</b>	<b>17913</b>	18730	17926	20358
<b>Footpaths and Allotment - Expenditure</b>	3545	3801	4446	8169
Income	907	875	950	888
<b>Net expenditure</b>	<b>2638</b>	2926	3496	7281
<b>Total Budget - Expenditure</b>	56679	59703	57569	66258
Income	57122	55938	55605	62825
<b>Net expenditure</b>	<b>-433</b>	<b>3765</b>	<b>1964</b>	<b>3433</b>
<b>Precept</b>	<b>47,346</b>	<b>46519</b>		<b>53110</b>
<b>Reserve Balance</b>	<b>54306</b>		<b>52342</b>	<b>48909</b>

The precept will be subject to Government announcements to be made in January and also the LCTS grant is not yet known. (TH) proposed that the Council accept the budgets as set out above and to increase Parish Council Tax (net of consultation resolution) by 5%, seconded by (AP) and carried unanimously.

**13.054 Resolved : To accept the budget and In principle to increase the Parish Council Tax by 5% to ensure the budget income is achieved.**

## 7. Representatives Reports

### 7.1. Police Matters

PC Sean White was unavailable but forwarded the following narrative to be presented to the Parish Council.

The Old Thornbury police station is now closed, and we have moved to the old council offices in Castle Street. We have no public access at our new offices, so the 101 number will need to be used if you need to contact us in the future. We are being aligned to response teams in the New Year, so our shifts are changing which may fair better for future meetings with you.

As far as crime goes, generally it is good for the time of year locally. In Thornbury we have seen a few handbag thefts in the shopping centre, so please keep personal belongings close to you at all times. On November 21st, we had a shed break at Strode Common with chainsaws being targeted. On November 28th we had a Burglary at a house in Old Down, targeting cash and jewellery. On December 2nd we had another break to a garden shed, with a motorbike taken, and on December 6th we had another house break in Rudgeway again targeting cash and Jewellery.

The trend is that the garden breaks are overnight, and the house breaks are during late afternoon into the early evening when houses are empty with no lights on, due to people not returning home from work before dark. Timer switches should be considered to prevent houses being attacked, as offenders are yet to be detained. The crime is isolated, but we need to work as a community to prevent this increasing.

Please call 101 or 999 if you see anything suspicious.

I am currently arranging beat surgery dates for 2014, all to be held at the Ship public house in Alveston, and un confirmed dates are.. January 27th, February 27th, March 19th, April 28th, May 26th and June 16th. Times will be from 11am until 12 noon for all dates.

I do hope I can attend future meetings and meet you all, and I wish you all a merry and crime free Christmas.

(AW) raised issues relating to cold callers and suggested the council look at a "No Cold Calling area" (JC) did however say the council looked into the feasibility of this a number of years ago but proved very costly. (AP) recommended that the council revisit this.

**PC 1312016-1 – Contact Ray Bradley of Stoney Stile and to look into "No calling zones" in more detail**

**Action to Ann Wilkins**

### 7.2. South Gloucestershire Council

South Gloucestershire's Core Strategy has been formally adopted by the council following a majority decision at the meeting of full Council on Wednesday 11 December.

1A Lime Grove and 2A Strode Common has been called into committee on the same basis as the Brindles. Amended plans have been submitted with regard to the Brindles and it is marginal that this be called in again. (MT) referred to preliminary discussions she had with regard to calling in this and future applications being careful not to call in applications on a "whim". With the reduced height and relocation of the building some of the objections can no longer be upheld.

(TH) enquired if a decision had been made with regard to precepts and how much Parish Councils can expect to receive. However (MT) stated that SGC have not been informed of their financial allocation and therefore are unable to answer at this current point in time.

(PS) enquired whether the rumour of a Sainsbury supermarket opening in Thornbury is true? (MT) is unable to confirm this rumour.

### 7.3. **St Helen's School Community Governor's Report**

1. Garden Project update – The garden project sponsored by The Alveston House Hotel and the Almondsbury Garden Centre is complete, neat, tidy and safe. The slabs have been lifted and replaced. The dinner ladies are currently repainting the fence. Financially the budget is well within that set by the sponsors.

2. The School Community Notice Board have received a positive response. Ken Pearce has volunteered to maintain and keep it up to date with narrative and photos while the Community Forum has offered to meet the costs. St Helens School Children were involved with the planting of bulbs locally( kindly donated by John Varney). St Helens Children visited the School productions at Marlwood School which proved successful and generated a positive response. (CC) was pleased to see several councillors at St Helens School nativity play.

3. The hand over to Andy Spens is full steam ahead. The Governors have requested a parental survey / feedback relating to the School. Two staffing changes are taking place where one teacher will be on maternity leave while the other is leaving to take a job nearer home. As a result a full time position has been advertised to replace both teachers and interviews are currently underway with the view to appointing a teacher for the start of next term.

4 (CC) as Standards & Literacy Governor is looking for an army of readers to sit with children on a one to one basis. She is looking for a wider range of volunteers other than parents and will be advertising in the Helmet to encourage community involvement.

(TH) asked if the school library was sufficient? (CC) replied that self-start reading is being encouraged and that books available in the class rooms have seen better days. (TH) said to speak to him at Thornbury Lyons Club as a budget is available for new school books. (PS) also suggested to contact the Community Forum as funds were also available.

5. The school sign is in need of repair and will be brought up at next school meeting under AOB. (AW) also suggested that the dead tree adjacent to the school sign also be raised.

### 7.4. **Other Representative Reports**

John Dyer Award – (Clerk) reported that meetings had been held with Mike Josey (Chair of JDA committee) and a new selection committee had been appointed and several nominations received. The first meeting of the new committee is expected to take place in early January.

### 7.5. **Jubilee Hall**

None

### 7.6. **Youth Centre**

Thank you for Grant Aid received.

### 7.7. **Alveston Trust**

(JC) confirmed vouchers had been distributed and thank you received.

### 7.8. **Safer Stronger Community Group**

None

## 8. **Community Forum**

No further meetings are scheduled before the AGM on Wednesday 5<sup>th</sup> March 2014.

The defibrillator has been purchased directly from the defibrillator fund and no longer requires the Parish Council to make the purchase.

## 9. **Correspondence**

### 9.1. **Correspondence for Information**

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

- 9.2. Correspondence for Action  
None

## 10. Authorisation of Payments

### 10.1. Payments.

- 10.1.1. Payments authorised at the F&GP meeting 2<sup>nd</sup> December  
NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters and John Cutland

Details	Chq. no	£
Grounds Maintenance Contract-Nov	2346	1038.20
Stamps, stationery, telephone	2347	55.46
Telephone Bill & Line Rental	2348	135.47
Grant Aid	2349	200.00
Grant Aid	2350	250.00
Grant Aid	2351	200.00
Grant Aid	2352	50.00
Grant Aid	2353	250.00
Councillor Expenses Claim	2354	115.00
Total Payments		£2294.13

- 10.1.2. Payments authorised by Cllrs Mike Webb and John Cutland

Details	Chq. no	£
Repair to Prosafe Gate	2355	444.00
Room Hire Oct/Nov	2356	63.82
Line Paint	2357	55.20
Expense Claim – Land Registry	2358	36.00
Cemetery Rates	DD	55.00
Photocopies & printing	2359	12.62
Monthly Salary / Mileage	2360	1242.48
Monthly Salary	2361	299.65
Monthly Salary	2362	90.13
Broadband Supply	2363	26.40
Total expenditure		£2325.30

## 10.2. Income Received

## 10.2.1. Recent Receipts

Details	Chq. no	£
Placing of headstone – plot 66	Inc2249	76.00
Interest	N/A	2.65
Burial Plot 19	Inc2365	£135.00
Total Receipts		£213.94

**13.054 Resolved: That all receipts and payments presented to the PC meeting on 16<sup>th</sup> December 2013 were accepted.**

## 11. Any Other Business

- 11.1. Grant Aid – (Clerk) reported that he had received a request to convey “Thank you” to the Parish Council from “Thornbury & District Stroke Support Group” & “Helmet”.
- 11.2. (Clerk) reported that he had received notification from Aviva and Came & Company (Parish insurers and brokers) that they were closing the file in respect of the claim against the council relating to a recent accident on the Zip Wire on the grounds that all safety checks are completed regularly and on time, annual external inspections have been completed and that the manufacturer had passed the zip wire fit for purpose only one month before the accident.
- 11.3. NALC & ALCA Affiliation Fees 2014-15. (Clerk) informed council that during his time in office that the services of NALC & ALCA had not been required, however (Clerk) felt it was too early to recommend withdrawal from organisation. (MT) reported that Thornbury Town Council were happy to withdraw. (TH) recommended that Alveston Parish council continue for a further year and to revisit when subs are due for 2015/16. (Seconded (PS))

**13.055 Resolved: That Alveston Parish Council continue to pay NALC & ALCA affiliation fees for 2014/15**

- 11.4. (Clerk) informed committee that the office will close between 19<sup>th</sup> December and 2<sup>nd</sup> January and Clerk annual leave entitlement will be recorded accordingly.
- 11.5. (AW) requested that SGC supply to the Council a schedule of the planned maintenance of the roads in the area for 2014. (SH) agreed to forward this to the council when available to her.

Meeting closed at 8.50pm.

**The next Council Meeting is on  
Monday January 20<sup>th</sup> 2014 in the Jubilee Hall**