

**Minutes of the Parish Council Meeting
Held on 17th February 2014 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), Steve Blick (SB), James Sumner (JS).
Graham Smith (Clerk)

1. Apologies for Absence

Marcus Fry (MF), Shirley Holloway (SH) (SGC).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

None

5. Minutes and matters arising from previous meetings

5.1. Parish Council meeting of Monday 20th January 2014: -

13.073 Resolved: The minutes of the Parish Council meeting of Monday 20th January 2014 were accepted and signed by the chairman.

5.2. Matters Arising: - (JC) raised the fact that although the resolution that the Council adopt the Alveston Parish Council Standing Orders to include the addition of the order relating to "Emergency Decisions". (Resolution 13.063) was approved; the revised Standing Orders have not been circulated to members.

140217-01 – Circulate revised standing orders to all Parish Council Members

Action to Clerk

5.3 Outstanding Actions: - Clerk reported progress relating to outstanding actions as detailed on the action list.

6. Co-option of Council member

Further to the introduction to council members at the Parish Council meeting dated 16th December, (Clerk) read the details relating to Mr Paul Caddick's application to become a council member. (AP) proposed that members co-opt Mr Caddick onto the Parish Council. (TH) nominated that Mr Caddick be co-opted as a Parish Councillor, (MW) seconded the motion. The motion was carried unanimously.

13.074 Resolved: Mr Paul Caddick is co-opted to Alveston Parish Council as council member.

140217-02 – Communicate resolution to Paul Caddick and prepare all necessary documents.

Action to Clerk

7. Jubilee Hall Land Registration

(Clerk) had received a request from the Jubilee Hall Management Committee (JHMC) that an invoice totalling £600 for legal work carried out in connection with the first registration of land and buildings be paid by Alveston Parish Council in their capacity of Custodian Trustee. In line with the Parish Council previous decision and the fact that (JHMC) have funds available to pay the invoice it was recommended that the Parish Council vote on this item. The motion was raised by (TH) and seconded by (MW) that "The Parish Council do not comply with the request from the (JHMC) to pay the outstanding invoice to AMD Solicitors relating to legal work in connection with land registration on the basis that the Parish Council were not consulted prior to engaging AMD Solicitors".

Five councillors were against making payment.

13.075 Resolved: The Parish Council will not pay the outstanding invoice to AMD Solicitors as requested by the Jubilee Hall Management Committee.

8. South Gloucester Chair's Community Awards 2014

(Clerk) informed members of the details relating to the South Gloucester Chair's community awards and requested that any nominations be forwarded by 28th February.

9. Recommendations from Committees

9.1. **Planning** (Meetings 20th January, 3rd February) – (MW) reported as detailed within the Planning meeting minutes.

9.2. **Playing Fields & Open Spaces** (Meeting 3rd February) – Cllr Terry Hunt (TH) reported as detailed within the PF & OP meeting minutes.

The F & GP committee recommended the Playing Fields & Open Space committee agree a budget within the total of £20,477 as set out in the papers submitted to members.

The consultation process for outdoor gym equipment did not show any popular support and that the scheme should not be pursued. (Clerk) is to advise residents accordingly and invite alternative ideas with an indication of the source of the funding.

140217-03 – Prepare letter to residents and present to members prior to circulation

Action to Clerk

9.3. **Footpaths & Allotments** – (No meeting)

(MF) had completed a visit and review of allotments on Sunday 4th February. (Clerk) advised members that due to the absence of (MF) that the resulting report from the inspection will now be available at the next Parish Council meeting.

9.4. **Finance and General Purposes** - (Meeting 3rd February) (TH) reported on the meeting as in the minutes dated 3rd February:

9.4.1 The F & GP committee resolved to accept the budget for 2014/15 and requested that the Council approve the overall budget for 2014/15 as set out in the papers prepared by the Clerk. Cllr Alison Peters proposed approval for the acceptance of the 2014/15 Budget. Cllr Mike Webb seconded the proposal.

13.075 Resolved: The Parish Council approves the 2014/15 budget as set out in the papers presented.

9.4.2 (TH) requested that the Parish Council resolve to approve a contract with the district council relating to the cutting of grass verges and other areas specified by the district council as "Highway Adopted Land". In accordance with paragraph 14.1.3 it is proposed that the council's Financial Regulations be waived in this case, due to the fact that the contract figure was published as part of the public consultation carried out recently and it being less than an alternative quote received, this together with the need to conclude the matter in time to allow for the new cutting season. This resolution was proposed by (TH) and Seconded (AW).

13.076 Resolved: The Parish Council waive Financial Regulations due to the fact that the contract figure was published as part of the public consultation carried out recently and it being less than an alternative quote received.

13.077 Resolved: The Parish Council approves to contract the district council relating to the cutting of grass verges and other areas specified by the district council as "Highway Adopted Land" on terms of a 10 year period with the ability of the Parish Council to serve a six month notice prior to the termination of the contract at any time at the published price with index linked inflationary increases only.

10. Representatives Reports

10.1. **Police Matters** In the absence of PC Tony Blackmore (Clerk) reported the following on his behalf:-

26th January – Residential burglary at Wolfridge Lane, entry via smashed rear window, untidy search of property, nothing stolen, forensics recovered, checks ongoing for possible offender/s.

2nd February – Damage to a car, Cross Hands Public House car park, wheel-arch trim pulled off, nothing seen on Cctv, no witnesses.

2nd February – Report of domestic harassment involving letters and text messages, investigation is ongoing.

3rd February – Criminal Damage to a car on Quarry Road, two tyres slashed with sharp implement, no Cctv and no witnesses.

13-14th February – Theft from a car parked near to Haddrell Court, window smashed, car products and other items stolen. No Cctv, no witnesses currently identified. Crime scenes officer attending to check for possible evidence.

14-15th February – Theft from a car parked at Premier Travel Inn, boot forced and entered, bags of clothing stolen, Cctv being checked, no properties overlooking the area, crime scenes officer attending to check for possible evidence.

Please can you also pass on the following (not sure who attended from Alveston Parish Council) the following:

SSCG Priorities (in Alveston) for the meeting on February 13th 2014.

- St Helens School Alveston. Parking and speeding at school times.
- Alveston Methodist church, parking during “events”
- Greenhill/St Davids Lane Alveston issues with school buses on junctions causing damage.

Other issues raised.

- Flooding A38 by the church.
- Alveston bus stop (A38 The Street) hedges to be cut.
- Consideration of new 20mph speed limit Greenhill Alveston near St Helens School.
- Consideration of 20mph speed limit Strode Common Alveston.

10.2. **South Gloucestershire Council**

None

10.3. **St Helen’s School Community Governor’s Report** – Chris Casey

Proceeding with booklist with thanks to Thornbury Lions.

Mr Spens, the new headmaster has made significant progress and change. A letter and survey has been issued to parents focussing on a number of issues which have in the past caused concern. There has been a focus on improving communication which has included website improvements focusing on “user friendly”.

There has been a focus on reading for boys and the school is looking for male role models to give up a small amount of time per week to listen to children read on a one to one basis.

There were issues raised at SSCG relating to parking at the school and speeding at school times and the case for moving the hatching further from the school and making the speed limit enforceable. This would be a matter for public debate in March.

(TH) asked Mrs. Casey if residents have been consulted re-school parking issues and resolutions as a disabled driver space is located close to the areas of concern, to which Mrs. Casey replied that SGC are involved in the consultation.

(Clerk) asked Mrs Casey when would be the best month to invite Mr Spens to a Parish Council meeting, to which the suggestion was made that either March, May or June would be suitable and to give Mr Spens the option.

140217-04 – Forward a letter to Mr Spens, headmaster of St Helens Primary School offering an invitation to a Parish Council meeting in March, May or June in order to meet councillors.
Action to Clerk

10.4. **Other Representative Reports**

None

10.5. **Jubilee Hall** – (Clerk)

A meeting of the Jubilee Hall management committee took place on Wednesday 29th January 2014. (MF) attended meeting on behalf of (AP) and (clerk) reported the following on behalf of (MF):

There will be no charge to the Parish Council for storage but a review of what is being stored and why should take place.

140217-05 – Analyse and catalogue all Parish Council items in storage at the Jubilee Hall.
Action to Clerk

The Jubilee Hall committee requested that Parish Council insurers cover the car park.

(TH) raised the issue that as the Council do not own nor lease the car park whether the Parish Council insurers would cover this under the existing policy. (Clerk) reiterated that this investigation had already been made and Came & Company (The Parish Council insurance broker) stated that they would not insure the car park under the existing policy.

Can the Parish Council raise awareness regarding supporters of the football team bringing dogs on the field.

140217-06 – Contact all field users requesting that dogs are not brought onto the Jubilee Fields. Investigate signage and enquire with Thornbury Town Council their policy relating to dogs on playing fields and the signage in use.

Action to Clerk

Concerns were raised regarding the somewhat “fragile” nature of the committee as they appear to be without chair . The Parish Council will act as a default if anything happens to the JH committee.

10.6. **Youth Centre** – (AP)

Renewing of Porch, otherwise no issues to report.

10.7. **Alveston Trust**

None

10.8. **John Dyer Award** – (Clerk)

A meeting of the John Dyer Award committee took place on the 16th January. (Clerk) read the minutes to the councillors on behalf of the Chairman.

Attendees: M. Josey (Chairman), J. Richens (Garden assoc.), G Smith (Meth Ch. Lunch Club), M. Cadwaller (History Soc.), V. Williams Allotments Assoc.), J. Heybyrne (St. Helens PCC).

1. Apologies: P. Poole (Twinning Assoc.) Chairman’s fault – lack of good communication!
2. Brief introductions were given by members and checks of contact details were correct.
3. Members informed of the JDA and its working schedule. It was proposed that a “Junior” award for 2014/15 be introduced if possible. Perhaps contact should be made through Alveston youth groups with an age limit of 18 years. Action:All
4. Agreed committee communications by using e-mails, reduce the time at meetings and if really necessary hold more meetings. Action:All
5. Agreed the current “process” diary for 2014. This will allow a final nomination to be made to A.P.C. end March, ready for presentation at Annual Parish meeting in April(?). To this end there is a possibility of 3 more candidates from within the committee to help increase the selection base – to be prepared a.s.a.p. and delivered to Chairman for decanting to committee. Action G.Smith, J Heybyrne and M. Cadwallader.

6. Next year, the nominations closing date should be maintained at end of November with advertising and Helmet information starting October 2014 in readiness for the following year (2015).
7. Consider inserting the nomination form into The Helmet parish magazine for 2015?
8. A list of previous recipients of the award and a definition of the JDA process was requested by the new committee. (These will be attached to the e-mail containing these minutes).
9. No A.O.B.
10. Date of next meeting – 25th February 2014 @ Bush Room – Jubilee Hall.

Meeting closed at 20.20 pm.

10.9. Safer Stronger Community Group

A meeting of the Jubilee Hall SSCG took place on Thursday 6th February 2014. (MF) attended meeting on behalf of the Parish Council and (Clerk) reported the following on behalf of (MF):

Most of the session was centred on people’s concerns regarding transport.

Concerns over the informal crossing A38 at St Helen’s Church. Large puddle on church side, needs further attention and steps on the other.

“The Street” bus shelter - concerns with excessive vegetation during summer months.

St Helens school – concerns relating to poor controls regarding parking and request a 20mph limit Provide parking restrictions at Methodist Church corner supported.

Euro coaches - concerns that they use St Davids Lane

Strode Common - Request to extend the 30 mph limit to Lyme Grove.

11. Community Forum

AGM – Wednesday 5th March 19:30PM at the Ship Hotel.

12. Correspondence

12.1. Correspondence for Information

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

12.2. Correspondence for Action

(Clerk) reported of an incident relating to a Pot Hole at the Jubilee Hall Car Park and forwarded this correspondence to the JHMC.

13. Authorisation of Payments

13.1. Payments.

13.1.1. Payments authorised at the F&GP meeting 3rd February

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs John Cutland and Mike Webb

Details	Chq. no	£
Grounds Maintenance Contract-Dec	2375	1038.20
Cemetery Works	2376	1008.00
Total Payments		£2046.20

13.1.2. Payments authorised by Cllrs Steve Blick & Mike Webb

Details	Chq. no	£
Broadband Supply	2377	26.40

Details	Chq. no	£
Photocopies & printing	2378	17.32
Meeting Room Hire	2379	63.82
Line Rental & Calls	2380	125.00
Monthly Salary / Mileage / Expenses	2381	1267.38
Monthly Salary – Inspection / litter	2382	173.30
Monthly Salary – Cemetery Caretaker	2383	90.13
Total expenditure		£1763.35

13.2. Income Received

13.2.1. Recent Receipts

Details	Chq. no	£
Memorial Plot - 41	Inc2368	129.00
Memorial Engraving	Inc2369	35.00
Bank Interest	N/A	2.15
Total Receipts		£166.15

13.078 Resolved: That all receipts and payments presented to the PC meeting on 17th February 2014 were accepted.

14. Any Other Business

14.1. (AP) informed members that the official resignation of John Cutland as a member of the Parish Council had been received. Alison Peters thanked John Cutland on behalf of the Alveston Parish Council for many years of hard work and dedicated service to the council since 1994.

14.2. The annual Parish meeting will take place on Wednesday April 16th and (AP) requested reminded that Chairs should prepare an annual report/statement for this meeting.

14.3. (AP) requested a consensus from Councillors as to when is the best time for an informal meeting of Parish Councillors to take place? The popular suggestion was that a meeting take place on a free Monday evening in May.

140217-07 – Investigate availability and book Bush room

Action to Clerk

14.4. (TH) brought to the attention of the council that fly posters relating to product advertising had appeared on the A38 bus stop opposite David's Lane.

140217-08 – Forward strongly worded letter requesting removal of poster

Action to Clerk

Meeting closed at 8.35pm.

**The next Council Meeting is on
Monday March 17th 2014 in the Jubilee Hall**