

**Minutes of the Parish Council Meeting  
Held on 15<sup>th</sup> December 2014 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), Mike Webb (MW), Marcus Fry (MF), Steve Blick (SB), James Sumner (JS), Paul Caddick (PC), Shirley Holloway (SH) (SGC), Chris Casey (CC), PC Tony Blackmore (TB), PC Sean White (SW)  
Graham Smith (Clerk)

**1. Apologies for Absence**

Maggie Tyrrell (MT)

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

Dispensation under the Localism Act 2011, Section 33 – Clerk received signed dispensation forms from (JS), (MF), (PC) which absolves signatories from declaring interest relating to decisions concerning Parish precept for a period of four years.

**4. Public Participation**

None

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

5.1 Acceptance & signature of minutes for Parish Council Meeting 17<sup>th</sup> November 2014

**14.082 Resolved:** The minutes of the Parish Council meeting of Monday 17th November 2014 were accepted and signed by the chairman.

5.2 Matters Arising:

5.2.1 (Clerk) informed councillors that a meeting with a representative from the Post Office had been held on the morning of 15<sup>th</sup> Dec. (TH) attended the meeting and (SH) also met with (Clerk) and Post Office representative. Concerns relating to queueing and privacy, safety and services were raised and it was recommended that the Post Office address these concerns and submit to the Parish Council (after discussions with the shop owner) a full set of plans showing counter and queueing positions, shop layout and thoroughfare routes. (TH) also raised concerns relating to disabled access.

5.2.2 (Clerk) informed councillors that the play area health and safety document had been completed and was available to read in the circulated information pack. (Clerk) will obtain estimates for work to be done and present this for approval at a future meeting.

5.2.3 (Clerk) advised councillors that the Grant Aid cheque made payable to The Alveston Litter Busters had been returned as the Litter Busters do not have a bank account. (Clerk) requested clarification as to how the Gift Aid be presented. (AP) recommended that Shirley Whyte (Alveston Litter Busters) personally purchase the required equipment and the Parish Council present a cheque to Shirley Whyte to offset her costs. The VAT element of the invoice is to be included within the Grant Aid allocation.

5.3 Outstanding Actions:

(AP) confirmed that PC141117-2 had been completed.

(Clerk) confirmed that, FP141201-05, he had received a quotation from SGC relating to pro rata savings relating to dog bins and will add this to the agenda at the next F& A committee meeting.

**6. Review and Recommendations from Committees:-**

6.1. **Planning** (Meeting 17<sup>th</sup> November & 1<sup>st</sup> December) – Cllr Mike Webb reported as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** (no meeting)

(Clerk) reported that confirmation of financial procedure had been received from (MT) relating to the Purchase of new Cross Hands Play area equipment. (SH) confirmed that as soon as an invoice is received this should be submitted to her immediately to ensure prompt payment.

6.3. **Footpaths & Allotments** – (Meeting 1<sup>st</sup> December) – Cllr Marcus Fry

Cllr Marcus Fry reported as detailed within the Footpath & Allotments meeting minutes.

It was noted that the website should be developed to improve the information available relating to footpaths, location, condition and feedback by users.

It was noted that the bus service from Bristol to Alveston has returned to being an hourly service with much improved facilities provided on the busses.

6.4. **Finance and General Purposes** - (Meeting 1<sup>st</sup> December) – (TH) reported as detailed within the Finance & General Purposes meeting minutes.

The F & GP committee recommended that an annual cap of £250 contribution be made by the Parish Council as an offset to allotment users water bills from Bristol Water. (PC) proposed the motion. (TH) seconded and the Parish Council was unanimous.

**14.083 Resolved:** An annual cap of £250 to be set on Parish Council payments of allotment water bills. (JS) proposed the motion. (MW) seconded and the Parish Council was unanimous.

The F & GP committee recommend that the Parish Council supplement the Merlin Housing Grant by £1,000 in order to purchase the recommended three items of play equipment.

**14.084 Resolved:** The Parish Council supplement the Merlin Housing Grant by £1,000 in order to purchase the recommended three items of play equipment.

The F & GP committee recommend that the Parish Council adopt a 2.5% increase in precept for 2015/16. This represents a figure of £54,435 but due to the previous year overpayment of £2,198 the Parish Council will apply for £52,237 precept from SGC.

	2013/14	2014/15		2015/16
	Actual	Budget	Projected Actual	Proposed Budget
<b>Finance &amp; GP</b> - Expenditure	30713	32936	27906	32380
Income	4938	4380	3414	4485
Precept	46519	53108	55306	52237
LCTS Grant	2247	2198	2198	2198
<b>Net expenditure</b>	<b>-22991</b>	<b>-26750</b>	-33012	-26540
<b>Parks &amp; Open Spaces</b> - Expenditure	17065	22778	19467	22188
Income	2878	2299	2505	2193
<b>Net expenditure</b>	<b>14187</b>	20479	16962	19995
<b>Footpaths and Allotment</b> - Expenditure	3723	8223	5860	7513
Income	950	891	1426	968
<b>Net expenditure</b>	<b>2774</b>	7332	4434	6545
<b>Total Budget</b> - Expenditure	51502	63937	51234	62081
Income	57532	62876	62850	62081
<b>Net expenditure</b>	<b>-6,030</b>	<b>1,061</b>	<b>-11,616</b>	<b>0</b>

<b>Precept</b>	<b>47346</b>	<b>55306</b> <i>(includes 2,198 Overpayment)</i>	<b>54435</b> <i>(to be reduced by 2,198)</i>
<b>Reserve Balance</b>	<b>60780</b>	<b>72396</b>	<b>72396</b>

**14.085 Resolved:** The Parish Council apply for £52,237 precept for 2015/16 from SGC.

## 7. Representatives Reports

### 7.1. Police Matters – Report presented by PC Sean White (SW).

Simon Ellis (Chief Inspector) had received a number of letters from concerned residents relating to the location of the Thornbury beat team and that it is looking likely that their presence will remain in Thornbury by locating to the Citizens Advice Bureau building located on Thornbury High Street. The police cars will be located at reserved spaces within the St Mary's Street car park, while the allocated space on the High Street will remain. To comply with insurance requirement vehicles will be secured overnight in a secure compound and a location for this has been approved. The locap police team will have two vehicles and it is hoped that a further allocated police parking space will be made available at the opposite end of the High Street.

(SW) reported the following Crime incidents:-

- \* 23rd Nov. Burglary from a garage at The Down with subsequent damage to the building.
- \* Overnight 10<sup>th</sup> / 11<sup>th</sup> December. Theft of a car at the Premier Inn. Van broken into and tools taken. Six garages in The Street broken into where power tools and bicycles were targeted. Ten Houses in Tytherington were broken into and three in Itchington. Two vehicles were reported; a small van with three occupants and a silver Ford Transit. (TB) emphasised that this was a particularly windy night and afforded cover for the thieves as undue noise can be attributed to the wind.
- \* 14<sup>th</sup> Dec. Several mobile phones were stolen from customers' dinner jackets whilst at a function at the Alveston house Hotel.

Reports had been received from residents receiving doorstep cold calls from persons known to be from Middlesbrough conducting door to door selling. (SW) informed councillors that efforts had been made to deter this practice as it was known that a number of the persons involved have had previous convictions and had been reported for illegal trading.

A Pub-watch network has been reinstated amongst local pubs in the area in order to attempt to control unruly behaviour over the Christmas period. Should a customer be barred from one pub then the bar applies to all pubs within the network.

Licensing checks had been carried out within local licenced premises.

(SW) reported that there had been several reports from school children who had been approached by a car driver in a dark metallic Ford with attempts to lure them into the car and although the car description was consistent the description of the driver varied with the reports. However, as a consequence more police patrols have been put into place.

A robbery had taken place at the Murcho garage located on the A38 overnight on Saturday 13<sup>th</sup> / Sunday 14<sup>th</sup> December. Tobacco was stolen and an attempt was made to remove the cash machine. Three men were reported in a red Honda Civic. This vehicle had been observed committing similar crimes in Cornwall and Devon and had been observed on motorway cameras heading north towards Almondsbury on the night in question and it is believed to be the same perpetrators.

(SW) reported three traffic incidents over the period, one in Rudgeway, one in Vattinstoke Lane and the other on Thornbury Hill.

### 7.2. South Gloucestershire Council – Report presented by Cllr Shirley Holloway.

Speed checks are due to be implemented upon the Earchcott road. It is also the intention to place traffic calming signs such as bends / cyclists / horses along the road prior to introducing compulsory speed limits. The intention is to roll out this policy to all similar roads within the area.

(SH) advised councillors of cost cutting proposals relating to Sort it Centres and recommended that the current consultation be scrutinised. (SB) raised his concerns relating to the Sort it Centres policy regarding interpretation of domestic and trade waste. (PC) felt it was an issue that domestic waste is considered to be trade waste if delivered in a van. (TH) recommended that, (as such a diversity of opinion exists amongst councillors), it would be difficult to present a unanimous reply to the consultation on behalf of the Parish Council. (AP) recommended that all Parish Councillors reply individually to the SGC Sort it Centres' consultation document.

7.3. **St Helens School** – Report presented by Chris Casey (CC).

Following the HMI visit Andy Spens organised a half day with a local Head who is also an Ofsted Inspector so the Governors could have a trial run through of the questions we are likely to face. (CC) attended this.

An SG advisor also attended the most recent FGB meeting to take all the Governors through the Raise online and School Profile results.

The Governors have had a Governors Day in school which (CC) attended. This was focused on the Spiritual, Moral, Social, and Cultural aspects of school life including British Values as both SG and the local Head believed that there would be questionings on this. A learning walk had been conducted to see teaching in progress with feed back to the head.

The Head and Governors have a series of meetings organised in the first week of next term in preparation for the Ofsted visit, which should be taking place before the 2nd anniversary of their last visit which was the 29th January 2012.

(CC) has been involved in the process of interviewing for the new Year 2 teacher. This was a first involvement in interviewing in the educational world.

(CC) and the children were invited to attend a production of the Nativity Story by the Bristol Young Vic. This was amazing as the children were so engaged by the actors and the story you literally could have heard a pin drop.

(CC) was invited to attend the dress rehearsal of the Nativity play which was very enjoyable. Every single word the children said could be heard something about projecting voices had been picked up from the Bristol Young Vic production.

(AP) raised concerns that this year Councilors had not received an invitation to the School Nativity Play. (CC) apologised to the Parish Council on behalf of Andy Spens for his oversight.

(MF) raised concerns that St Helens School Children did not appear at the Community Forum event at the Alveston Parade on the morning of 5<sup>th</sup> December as it was expected that they attend. (CC) advised councilors that children cannot attend such an event without being accompanied by teachers and the School cannot force the teachers to work on the Saturday morning. (AP) advised that it would be possible if children were accompanied by parents and expressed concern that traditional liaison between the school and the community over the Christmas period had not taken place this year.

7.4. **Other Representative Reports**

John Dyer Award – To date (Clerk) has not received an update from the Chair of the JDA committee but will chase and present a report at the next meeting.

7.5. **Jubilee Hall**  
No meeting

7.6. **Youth Centre**  
No Meeting

**7.7. Alveston Community Forum**

A meeting had taken place on 19<sup>th</sup> November. This was entirely taken up with the organisation of the Community Forum Christmas at the Parade event which had taken place on Saturday morning 5<sup>th</sup> December and was a huge success, due to the good weather and the diversity of stall holders and attractions.

**7.8. Alveston Trust**

None

**8. Risk Assessment Review**

(Clerk) presented Cllrs with the Parish Council 2015 risk assessment document advising of changes to 1. Business Continuity, 5. Clerk/RFO, and 8. Employees. All changes relate to the introduction of a Councillors Emergency information pack. (TH) requested that (Clerk) ensure allotment lease documents were secure and to investigate the NALC procedure for retaining legal documents.

**PC141215-01:** Ensure allotment lease documents were secure and to investigate the NALC procedure for retaining legal documents.

**Action to Clerk**

(AP) recommended that the 2015 risk assessment document be approved. (TH) seconded.

**14.086 Resolved:** The Parish Council approve 2015 risk assessment document.

**9. Correspondence****9.1. Correspondence for Information**

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

**9.2. Correspondence for Discussion / Action**

(Clerk) had received two letters.

**9.2.1 - Jubilee Hall Car Park**

Contents Noted

**9.2.2 – Mini-bus parked on highway adopted verge adjacent to the bus stop on the A38.**

(Clerk) reported that he had received correspondence from a resident complaining with regard to the location and proximity of the permanently parked minibus to the bus stop, having to leave the shelter to signal the oncoming bus and the parked minibus blocking the view of the oncoming bus from the shelter. (Clerk) advised councillors that he had reported this to SGC highways, however as the bus was taxed and MOT'd proved difficult to remove (SH) recommended that as this was proving to be a major inconvenience to residents using the bus stop that the Police be made aware of the situation.

**PC141215-02:** Inform local beat team of issues relating to inconveniently parked vehicle.

**Action to Clerk**

**10. Authorisation of Payments****10.1. Payments.****10.1.1. Payments authorised at the F&GP meeting 1<sup>st</sup> December**

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Terry Hunt & Alison Peters

Details	Chq. no	£
Localism – Grass Cutting/Dog Bins	2492	1281.31
Weed killer – Cemetery & Play Areas	2493	120.00
Broadband, Calls, Line Rental (quarter)	2494	171.99
Annual Playground H & S inspection	2495	156.00
Alveston Youth Centre	2496	250.00
Alveston Litter Busters	2497	173.40

Details	Chq. no	£
St Helens Pre-School	2498	100.00
4 Town & Vale Link Community Transport	2499	50.00
Helmet Magazine	2500	250.00
St Helens PCC	2501	100.00
Marlwood School	2502	50.00
Annual Membership Subscription	2503	167.00
Grounds Maintenance Contract - Nov	2504	1176.20
Total Payments		£4,045.90

10.1.2. Payments authorised by Cllrs James Sumner & Marcus Fry

Details	Chq. no	£
3 * Litter Bin empty (Oct. & Nov.)	2505	66.10
Room Hire (Oct. & Nov.)	2506	65.12
Data Protection registration	2507	35.00
Photocopy & Print	2508	11.60
Salary – Cemetery Caretaker	2509	92.92
Salary - Inspection & Bus Shelter clean	2510	303.50
Clerk – Salary & Expenses	2511	1206.93
Total Payments		£1,781.17

10.2. **Income Received**

10.2.1. Recent Receipts

Details	Chq. no	£
Bank of Ireland	T/fer	4.31
VAT Refund (1 <sup>st</sup> April-30 <sup>th</sup> September)	507334	1,999.12
Footpath Walking Calendar	inc2440	312.22
Footpath Walking Calendar	Inc2441	50.00
Total Receipts		£2,365.65

**14.087 Resolved:** That all receipts and payments presented to the PC meeting on 15<sup>th</sup> December 2014 were accepted.

**11. Any Other Business**

11.1 Christmas Office Closure & Holiday Dates

(Clerk) informed councillors that the Parish Council Office would be closed over the Christmas period from Monday 22<sup>nd</sup> December and reopen on Monday 29<sup>th</sup> December.

The agendas for the Parish Council meeting dated 19<sup>th</sup> January would be delivered a week early (by Saturday 10<sup>th</sup> January) as (Clerk) will be on annual leave from Saturday 10<sup>th</sup> January to Sunday 18<sup>th</sup> January. Holiday entitlement will be recorded accordingly.

11.2 NALC / SLCC Clerk Salary Review would be discussed under a confidential section of the Parish Council meeting. (AP) raised concerns that some confidential matters in the past had been leaked to persons outside the confidential meeting and re-iterated that details discussed in confidence must remain in confidence.

11.3 (PC) advised councillors to be aware of a scam currently running whereby a card detailing undelivered parcel details to householders recommending that the householder contact by telephone to arrange a convenient time to collect. When the householder makes the call a charge of £250 is placed upon their telephone bill.

11.4 The Chairman thanked all members and representatives for their involvement in the past year and wished everyone a Merry Christmas and a Happy New Year.

Meeting closed at 20.55 pm.

**The next Council Meeting is on  
Monday January 19<sup>th</sup> 2015 at the Jubilee Hall**

