

**Minutes of the Parish Council Meeting
Held on 18th May 2015 at 8.00pm at the Jubilee Hall.**

Present: - Cllrs Alison Peters (AP) (Chairman), James Sumner (JS), Marcus Fry (MF), Paul Caddick (PC), Mike Webb (MW), Steve Blick (SB).
Graham Smith (Clerk)

1. Apologies for Absence

Maggie Tyrrell (MT) (SGC), Shirley Holloway (SH) (SGC), PC Tony Blackmore (TB), PC Sean White (SW).

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 Acceptance & signature of minutes for Parish Council Meeting 20th April 2015

15.040 Resolved: The minutes of the Parish Council meeting of Monday 20th April 2015 were accepted and signed by the chairman.

5.2 Matters Arising:

None

5.3 Outstanding Actions:

There were no urgent or expired/outstanding actions to report. (Clerk) informed councillors that he had contacted clerks to Yate, Chipping Sodbury, Frampton Cotterall, Charfield, Cromhall, Thornbury and NALC with regard to policies relating to travellers and to date had received replies from; NALC, Thornbury, Charfield and Cromhall and that as soon as more replies had been received a sub-committee meeting will be called to discuss.

6. Review and Recommendations from Committees:-

6.1. **Planning** (Meetings 20th April, 11th May) – (MW) reported as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** (11th May) – (JS) reported as detailed within the PF & OS meeting minutes. (Clerk) reported that the work to the safety surfaces at the Cross Hands play area and the replacement cradle seat is due sometime week commencing 25th May depending upon weather conditions. (Clerk) informed Cllrs that the use of emails for speedy decisions (action PF150511-4) is a policy matter to be approved by the full Parish council.

6.3. **Footpaths & Allotments** – (No meeting) – (MF) reported that discussions relating to a South Glos. Consultation to upgrade bus stops will be on the agenda of the meeting 1st June. (PC) informed members that he attended the recent AAA meeting and expressed concern that a motion was raised to exclude the parish council representative from AAA meetings. (Clerk) reported that a meeting with the new secretary is due to take place this week and will raise the concerns of the Parish council.

6.4. **Finance and General Purposes** - (Meeting 11th May) – (AP) reported as detailed within the F & GP meeting minutes. (Clerk) confirmed that the dates on the April finance report had been corrected and reprinted (action - F150511-1) and requested that this be confirmed and signed.

7. Representatives Reports

7.1. **Police Matters** – (Clerk) presented the police report in the absence of (TB) & (SW)

April:

17th – Theft of water pipes and taps, from farm, The Street.

20th – Female arrested for breach of the peace, Down Road.

23rd – Unauthorised Travellers encampment, Down Road green area. Many calls about them arriving, noise, children pulling out plants etc. Constant Police attention, moved on after served eviction notice.

24th – Suspicious incident, The Forecastle, Down Road, Cctv tampered with & switched off.

25th – Male stopped and arrested for drink driving, Hazel Lane, Rudgeway.

29th – Two vehicle road traffic collision, Thornbury Road, slight injury only.

30th – Burglary at 10:30am Rudgeway, entry through insecure front door, handbag, keys and £1000 cash stolen, no witnesses, no Cctv.

May:

2nd – Theft of a Trek mountain bike from an open garage on Wolfridge Ride, value approx. £2000, no witnesses or Cctv.

3rd – Single vehicle road traffic collision, Vattingstone Lane, car left road, through hedge landed in field, minor injury only.

6th – Burglary, The Forecastle, Down Road, entry through office window, safe stolen containing several hundred pounds cash. Cctv not working correctly. Safe found, prints found on glass in office and safe.

9th – 10th – Theft of a BMX bike, Greenhill, bike taken leaning against garage wall, nothing seen or heard.

16th – Three vehicle road traffic collision Alveston Hill, minor damage, non injury.

Three calls were received relating to vehicles causing unnecessary obstruction and pavement parking on Quarry Road over past month, vehicles moved and drivers spoken to, police are monitoring the situation. Warning notices have been given also.

The next Police beat surgery will be held at The Ship Inn between 11:00-12:00 Wednesday 20th May. The next Safer Stronger Community Group meeting will be held at Thornbury Leisure Centre at 19:30 on Thursday 28th May.

(Clerk) informed Cllrs that he will be attending a meeting between Rob Wiltshire (SGC), (SH) and the police at Thornbury police offices on Wednesday 20th May at 14.00PM to discuss the parking situation at Quarry road in an attempt to resolve the issue.

(JS) recommended that in light of the increased number of thefts taking place of bicycles and property from houses residents should be aware of this and recommended that (Clerk) place this information on the website.

PC150518-01: Place narrative relating to recent spate of thefts on the website.

Action to Clerk

(MF) recommended that greater awareness of neighbourhood watch schemes is required and information be published in the Helmet and to make Chris Casey aware of the increased amount of bicycle thefts and to communicate to St Helens School.

PC150518-02: Liaise with (CC) relating to reporting bicycle thefts and awareness of prevention through St Helens School.

Action to Clerk

- 7.2. **South Gloucestershire Council** – No Report
- 7.3. **St Helens School** – No Report
- 7.4. **Other Representative Reports** – No Reports
- 7.5. **Jubilee Hall** – No Report
- 7.6. **Youth Centre** – No Report
- 7.7. **Alveston Community Forum** – No Report

7.8. Alveston Trust – No Report**8. Annual Return 2014/15**

(Clerk) presented the annual return for year ended 31st March 2015 for inspection and approval.

(AP) proposed that the parish council approve the accounting statements as a true and correct statement of the 2014/15 finances. (JS) seconded and all Cllrs unanimously agreed.

15.041 Resolved: The parish council approve the accounting statements as a true and correct statement of the 2014/15 finances.

(AP) proposed that the parish council approve the annual governance statement. (JS) seconded and all Cllrs unanimously agreed.

15.042 Resolved: The parish council approve the annual governance statement.

9. Policy for Dealing with Harassment & Vexatious Behaviour

A draft policy document was presented to Cllrs. (SB) recommended that it should be edited in places to make the document clearer and understandable to the reader. (AP) agreed to forward an electronic version to (SB) to edit.

PC150518-03: Edit the policy document “Dealing with Harassment & Vexatious Behaviour” to make it clearer for the reader.

Action to (SB)

10. Policy for Dealing with Anti-Bullying & Anti-Harassment

A draft policy document was presented to Cllrs. (SB) recommended that it should be edited in places to make the document clearer and understandable to the reader. (AP) agreed to forward an electronic version to (SB) to edit.

PC150518-04: Edit the policy document “Anti-Bullying & Anti-Harassment” to make it clearer for the reader.

Action to (SB)

(AP) reminded Clerk that a “Complaints procedure” remains outstanding.

PC150518-05: Investigate and construct a parish council complaints procedure for council approval.

Action to (Clerk)

11. Correspondence11.1. Correspondence for Information

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

11.2. Correspondence for Discussion / Action -

None.

12. Authorisation of Payments

12.1. Payments.

12.1.1. Payments authorised at the F&GP meeting 11th May

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters & James Sumner

Details	Chq. no	£
Grounds Maintenance Contract - April	2555	1248.20
Annual subscription to LCR	2556	17.00
Clerk – Remote Year End & upgrade	2557	120.00
Water Rates – Allotments	2558	40.43
Water Rates - Cemetery	2559	23.82
Total Payments		£1,449.45

12.1.2. Payments authorised by Cllrs James Sumner & Mike Webb

Details	Chq. no	£
Annual Internal Audit	2560	265.20
Salary – Cemetery Caretaker	2561	92.72
Salary – Inspection	2562	169.60
Clerk – Salary & Expenses	2563	1327.37
Quarterly Calls/Broadband/Line Rental	2564	178.20
Total Payments		£2,033.09

12.2. Income Received

12.2.1. Recent Receipts

Details	Ref.	£
Allotment Plot 27	Inc2523	28.35
Allotment Plot 17	Inc2522	28.35
Allotment Plot 35	Inc2521	28.35
Allotment Plot 8	Inc2520	28.35
Allotment Plot 26	Inc2519	28.35
Allotment Plot 1A	Inc2518	17.00
Allotment Plot 6B	Inc2517	17.00
Allotment Plot 28B	Inc2516	17.00
Allotment Plot 31	Inc2515	28.35
Duty / VAT Repayment	T/Fer	3549.63
Total Receipts		£3,770.73

15.043 Resolved: That all receipts and payments presented to the PC meeting on 18th May 2015 were accepted.

13. Website

Place details relating to bicycle thefts on website (action - PC150518-01)

14. Any Other Business

(PC) informed Cllrs that he will be unable to attend the SSCG meeting on the 28th May and the parish council meeting on 15th June.

(PC) requested permission to erect roadside signs in various pre-approved places around Alveston to advertise the Thornbury Carnival. There were no objections from Cllrs subject to removal of advertising immediately after the event.

Meeting closed at 21.00 pm

**The next Council Meeting is on
Monday June 15th 2015 at the Jubilee Hall**