

**Minutes of the Parish Council Meeting  
Held on 21<sup>st</sup> September 2015 at 7.30pm at the Jubilee Hall.**

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

**1. Apologies for Absence**

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

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Anne Curtis, David Morgan

**5. Co-opting of New Councillor**

(Clerk) had received a letter of application from Mr. Steve McMillan to become a Parish Councillor. Mr McMillan had presented a resume at the Parish Council meeting of 20th July. Mr McMillan and members of the public left the room and (MF) proposed that Mr McMillan be co-opted onto the Parish Council. (MW) seconded the proposal and all Cllrs unanimously agreed.

**15.064 Resolved:** Mr. Steve McMillan is co-opted onto Alveston Parish Council

**PC150921-01:** Prepare relevant papers and submit to SGC.

**Action to (Clerk)**

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

5.1 Acceptance & signature of minutes for Parish Council Meeting 20<sup>th</sup> July 2015

**15.065 Resolved:** The minutes of the Parish Council meeting of Monday 20<sup>th</sup> July 2015 were accepted and signed by the chairman.

5.2 Matters Arising:

5.2.1 Public Meeting – re Travellers

(Clerk) confirmed to Cllrs that a notice had been placed on Alveston.org and into the next publication of the Helmet. A number of emails registering interest had been received. Cllrs agreed that a Monday evening would be most suitable to hold the meeting and after the publication and distribution of the Helmet. Due to half term commitments, Parish Council commitments and suitable notice to give to South Gloucestershire Council it was agreed that (Clerk) consult with JHMC to enquire whether the Jubilee Hall is free on Monday 23<sup>rd</sup> November.

**PC150921-02:** Consult with JHMC to enquire whether the Jubilee Hall is free on Monday 23<sup>rd</sup> November to book for public meeting.

**Action to (Clerk)**

5.2.2 Reports of Static Electricity on play equipment

(Clerk) informed councillors that he had consulted with GB Sport & Leisure on site relating to a member of public receiving a static shock when touching the play equipment. It was concluded that the play equipment does not hold a build-up of electricity rather the fact that the user would hold the static and earthed when touching the equipment and no further action is necessary.

5.3 Outstanding Actions:

(Clerk) informed councillors that all actions are on schedule.

## 7. Review and Recommendations from Committees:-

- 7.1. **Planning**– (7<sup>th</sup> Sept) (MW) reported as detailed within the Planning meeting minutes.
- 7.2. **Playing Fields & Open Spaces** - (7th Sept) (JS) reported as detailed within the PF & OS meeting minutes.
- 7.3. **Footpaths & Allotments** – (7th Sept) (MF) reported as detailed within the FP & A meeting minutes.
- 7.4. **Finance and General Purposes** - (7th Sept) (JS) reported as detailed within the Finance meeting minutes.

## 8. Representatives Reports

- 8.1. **Police Matters** – (Clerk) read report from PC Sean White to Cllrs in the absence of PC Tony Blackmore.

PC Sean White apologised for not attending the meeting as he was unavailable due to his shift pattern and PC Tony Blackmore is currently absent due to sickness.

This week a theft occurred at the co-op shop in Thornbury involving a male and his young daughter taking food. Early Saturday morning (19<sup>th</sup> September) 3 Bristol males were arrested in Castle St in what was thought to be a stolen car from Westbury on Trym. Earlier in the week, 2 mopeds were stolen overnight from outside addresses in Thornbury but were located and recovered nearby where they were hidden away.

Since the last meeting it is reported that there is no great trend in crime and Thornbury/Alveston remains low on crime.

There have been issues this summer with travelers in the area and it is the landowner who initially takes responsibility for the removal of caravans. Police have been working with landowners to prevent this becoming a future problem and South Gloucestershire council will be replacing the height barrier on Rock Street car park at some point.

DJ Derrek is a high risk missing person from Bristol who has not been seen for several weeks now. He does have connections to this area and his bus pass suggest he caught the Thornbury bus from Bristol on Sunday July 12th and has not used it since. Searches have taken place locally but he remains missing.

School summer holidays came and went with little or no reported crime linked to youths.

There has been a minor spate of rural crime in July and since then the police have re-introduced the "Farm watch" scheme by visiting and signing up over 50 farms to reduce crime in the future.

Work is due to start on the new Police offices at the Town Hall early in November and it is hoped that the move will take place during December if all goes to plan.

PC White thanked Cllrs for their continued commitment to the community and he hoped to be able attend the next meeting.

- 8.2. **South Gloucestershire Council** – In the absence of (SH) and (MT) no report was presented. (Clerk) informed Cllrs that he had received a consultation document relating to special expenses and hoped for clarification from (SH) at this meeting. However, SGC have arranged a meeting to discuss and clarify the proposals outlined in the document and have invited Clerks and Cllrs to attend a meeting on Monday 5<sup>th</sup> October at the Council Chamber, Civic Centre, Kingswood. (Clerk) confirmed that he will attend the meeting.
- 8.3. **St Helens School** – (CC) reported that the response to the flower show was good and the winning entries are currently being displayed within the school. The new play area and facing is being opened this week and the indoor refurbishment and refurbishment of the terrapins has been completed on time. Governors were pleased with SATS results, in particular the huge increase in the percentage of children making 'better than expected progress' through Key Stage 2 and early

years also very good. Reading is currently exceptionally good although a little work needs to be done to improve writing and maths amongst the boys.

The new school brochure is to be launched and the staff and governors are currently thinking of other methods to advertise the school as there is room to take a further 8% of pupils and as funding is received on a per pupil basis it is (financially) important to make every effort to increase pupil numbers to the required level.

The senior management team are all in place and there is a new teacher for year 2 however several vacancies remain for teachers' assistants

New Children have settled in well.

(MF) asked (CC) to confirm when is the schools 50<sup>th</sup> anniversary? (CC) confirmed that it is this coming school year and a plan to celebrate this is currently being discussed which will involve every class becoming involved. Pam Bush is undertaking a great deal of research into the Schools' history.

(Clerk) confirmed to (CC) that he had not been receiving school newsletters to distribute to Cllrs and requested that this be re-instated.

8.4. **Alveston Community Forum** – (MF) reported that a community forum meeting is scheduled for the evening of 7<sup>th</sup> of October where Christmas at the Parade, the Walking Calendar and activities at School are likely to be discussed.

8.5. **Jubilee Hall** – No Report.

8.6. **Youth Centre** – (JS) informed Cllrs that the warranty issue relating to the boiler had been resolved and (Clerk) confirmed to (JS) that he has the key to the meter cupboard and had already confirmed this and to note that the meter may be read without accessing the cupboard.

8.7. **Other Representative Reports** – No Reports

## 9. Insurance Renewal

(Clerk) informed Cllrs that the Parish Council insurance is due for renewal on 1<sup>st</sup> October 2015 and all information relating to options had been supplied through presentations in March and July and quotations both for one year and three year options presented as at the F & GP meeting (7<sup>th</sup> Sept) and supplied in agenda packs. (JS) proposed that the Parish Council insurance be obtained for one year through the cheapest quotation provided by the Broker (Came & Company). (MW) seconded the proposal. Cllrs voted in favour with one vote against and one abstention.

**15.066 Resolved:** The Parish Council insurance be renewed with Came & Company for a period of one year.

## 10. Review of Standing Orders

(Cllrs) reviewed the Standing Orders. (AP) proposed that no additions or amendments are necessary. (JS) seconded the proposal and all Cllrs agreed unanimously.

**15.067 Resolved:** Parish Council Standing orders remain unaltered for 2015/2016

## 11. Adoption of Records Management Policy

(Clerk) presented a new document which had been prepared as per action PC150216-3 "Construct a Parish Council records storage policy for council approval". Discussions had taken place with regard to removing and destroying all documents over the age of 6 years as holding the documents was not a requirement. (Clerk) informed Cllrs that records stretch back to the beginning of 20<sup>th</sup> century and recommended that these be retained. (Clerk) also reiterated to Cllrs that all documents in storage are catalogued and stored in order. (AP) proposed that the Records Management Policy be adopted as presented by (Clerk) (JS) seconded the proposal. There was one abstention, all other councillors voted in favour.

**15.068 Resolved:** The Parish Council adopt the Records Management Policy as presented.

**12. Parish Council Meeting - 21<sup>st</sup> December 2015**

(AP) proposed that the Parish Council meeting scheduled to take place on 21<sup>st</sup> December 2015 be re-scheduled to 14<sup>th</sup> December 2015. (MW) seconded the proposal and all Cllrs voted unanimously in favour.

**15.069 Resolved:** The Parish Council meeting scheduled to take place on 21<sup>st</sup> December 2015 be re-scheduled to 14<sup>th</sup> December 2015.

**13. Correspondence**13.1. Correspondence for Information

None

13.2. Correspondence for Discussion / Action -

(Clerk) presented to Cllrs a letter from a Thornbury resident addressed to South Gloucestershire Council (to which Alveston Parish Council were copied in) relating to the current refugee crisis. (Clerk) also circulated to Cllrs the reply from SGC and the subsequent press release from SGC.

**14. Authorisation of Payments**

## 14.1. Payments.

## 14.1.1. Payments authorised during August

NB. Payee removed from lists for confidentiality.

Payments authorisation 3rd August 2015 by James Sumner & Mike Webb (F & GP meeting was not held).

Details	Chq. no	£
Grounds Maintenance Contract - July	2583	1,212.20
Photocopy & Printing	2584	30.30
Secure Chains & Padlocks	2585	42.89
Litter Bin Empty – June/July	2586	66.10
Room Hire & Storage	2587	86.38
Cemetery Water Charges (half year)	2588	19.97
Total Payments		£1457.84

## 14.1.2. Payments authorised during August

NB. Payee removed from lists for confidentiality.

Payments authorisation 17rd August 2015 by James Sumner & Mike Webb (F & GP meeting was not held).

Details	Chq. no	£
Salary – Cemetery Caretaker	2589	92.72
Salary – Inspection / Clean	2590	169.60
Clerk – Salary & Expenses	2591	1223.55
Qtrly Line Rental, Broadband & Calls	2592	173.80
Uncontested Election Fee	2593	175.00
Total Payments		£1,834.67

## 14.1.3. Payments authorisation 7th September 2015 by Alison Peters &amp; Mike Webb

Details	Chq. no	£
Grounds Maintenance Contract - Aug	2594	1320.20
Localism - highway land & dog bins Q2	2595	1295.64
S137 payment – Poppy wreath	2596	75.00
Late submission penalty	2597	200.00
Play area – wasp nest treatment	2598	68.00
Total Payments		£2,958.84

## 14.1.4. Payments authorised by Paul Caddick &amp; Steve Blick

Details	Chq. no	£
Salary – Cemetery Caretaker	2599	92.72
Salary – Inspection / Clean	2560	299.70
Clerk – Salary & Expenses	2561	1222.89
Photocopy & Print	2562	11.41
Total Payments		£1626.72

## 14.2. Income Received

## 14.2.1. Recent Receipts

Details	Ref.	£
Internment cremated remains–Plot 58	Inc2544	176.00
Annual Interest	T/fer	450.00
Final Payment for Pitch Hire 2015	Inc2545	229.60
Gross Interest	T/Fer	3.78
Deed of Grant / Internment Grave 20	Inc2546	692.00
Total Receipts		£1,551.38

**15.070 Resolved:** That all receipts and payments presented to the PC meeting on 21<sup>st</sup> September 2015 were accepted.

**15. Website**

(AP) requested that a formal welcome to Steve McMillan be uploaded onto the website.

(SM) informed and congratulated Cllrs on a very informative and well put together website.

**16. Any Other Business**

None

Meeting closed at 20.35 pm

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