

**Minutes of the Parish Council Meeting
Held on 16th November 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), Anne Curtis (AC), David Morgan (DM), Maggie Tyrrell (MT) (SGC), Graham Smith (Clerk)

1. Apologies for Absence

Shirley Holloway (SH) (SGC), Chris Casey (CC), PC Tony Blackmore (TB), PC Sean White (SW).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

Tony Heming, Mark Wilkinson

Mr Tony Heming expressed concerns to the Parish Council over the proposed planning application to be submitted to South Gloucestershire Council relating to a proposed development of a Crematorium to be sited at the land adjacent to Thornbury Hill on the left hand side going down. He informed councillors that three houses were within 200 yards of the proposed development, that the traffic on Thornbury Hill was already considerable and that the proposed development was to be placed upon Green belt. Mr Hemming proceeded to inform Cllrs. of his background, (Chartered Surveyor and ex-member of Olveston Parish Council). He proposed that the Parish Council undertake a survey of Alveston residents to obtain a mandate of what exactly residents want.

(MW) informed Mr Hemming & Mr Wilkinson that the Parish Council are aware of the proposed development and the potential disruption this could present to traffic on Thornbury Hill however, there has been no formal planning application submitted to South Gloucestershire Council (SGC) planning department as yet.

(MT) reported that many people had contacted her relating to the proposed development and until a planning application has been submitted it is difficult to deal with the planning authority. It is advised that concerned residents write as many individual letters of concern to SGC planning when the application is submitted. There is a meeting planned later in the week with Senior Strategic Planners and (MT) will endeavour to find further information relating to whether an application is due to be submitted and will advise (Clerk) accordingly.

Mr Hemming informed Cllrs that a Crematorium Residents Action Group (CRAG) had been formed of which Cllr Steve Blick was a member. (MF) asked if CRAG extended to Thornbury as residents there would be affected by traffic movements and as yet the group has not extended that far.

5. Minutes and matters arising from previous meetings

5.1 Acceptance & signature of minutes for Parish Council Meeting 19th October 2015

(SM) requested clarification of the final paragraph of Section 5 of the minutes relating to the question from Mr Pope asking how the Parish council may be able to assist with Marlwood strategic development. Cllrs agreed that this question was asked in order to prompt consideration and was not a request to the Parish Council for action.

15.081 Resolved: The minutes of the Parish Council meeting of Monday 19th October 2015 were accepted and signed by the chairman.

5.2 Matters Arising: None

5.3 Outstanding Actions:

(Clerk) informed councillors that all actions are on schedule with the exception of PC150518-03 and PC150518-04 & PF150907-1. (SB) informed Cllrs that he was awaiting a reply to a request to SGC and Clerk informed Cllrs that a meeting with CRK manicures was arranged but had to be cancelled and another will be arranged as soon as possible.

6. Review and Recommendations from Committees:-

- 6.1. **Planning**– (19th Oct) (MW) reported as detailed within the Planning meeting minutes and stated that a meeting had been cancelled due to no applications to consider.

(PC) raised his concerns relating to the fact that a new build house which had applied for planning permission for four bedrooms was being openly marketed as a five bedroomed house. This situation had already occurred on a similar development on the same road to which (MT) informed Cllrs that internal arrangements within a property was very difficult to enforce once permission had been granted and that internal arrangements were entirely up to the developer.

(PC) requested that (Clerk) pursue a formal response from the planning officer relating to this issue.

PC151116-01: Pursue a formal response from the planning officer relating to the development of a five bedroom house when Planning Permission had been granted for four bedrooms.

Action to (Clerk)

- 6.2. **Playing Fields & Open Spaces** – (JS) reported as detailed within the PF & OS minutes and informed Cllrs that no price increases would be levied upon field and cemetery users and no budget increases would be implemented. The committee had approved two items of work, one to instruct a tree survey to be carried out and the other to repaint all play equipment.
- 6.3. **Footpaths & Allotments** – No meeting. (MF) informed Cllrs that the allocation of the 2016 Footpath Calendar had been taken / sold.
- 6.4. **Finance and General Purposes** - (Meeting 2nd November) (JS) reported as detailed within the F & GP minutes. Grant Aid had been extended to a January 31st deadline due to a lack of applications but in the interim payment of the following applications had been approved by the committee and proposed that the Parish Council approve payment.

- St Helens Preschool - £213
- Helmet - £250
- Marlwood School - £50

(SM) seconded the proposal and Cllrs agreed unanimously.

15.082 Resolved: The Parish Council approve the payment of grant aid and amount to the organisations listed.

(JS) proposed that the Parish Council approve the cost of a tree survey to be conducted on all trees within the Lime Kiln & Jubilee Fields and Cemetery at a cost of £440. (SB) seconded and all councillors agreed.

15.083 Resolved: The Parish Council approve the cost of a tree survey as per quotation of £440.

(JS) proposed that the Parish Council approve the cost to repaint play equipment at the Lime Kiln & Cross Hands play areas at a cost of £236 & £443 respectively. (MW) seconded and all councillors agreed.

15.084 Resolved: The Parish Council approve the cost to repaint play equipment at the Lime Kiln & Cross Hands play areas at a cost of £236 & £443 respectively

7. Representatives Reports

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

PC Sean White apologised for not attending the meeting.

Work is now underway at our new premise in the Thornbury Town Hall and we hope to have moved in by Christmas.

Crime is generally low again over this period, but we did have a disorder in the car park of the Premier Inn on October 16th between family members staying at the hotel. We also have on going parking issues in the Quarry Road area which is being dealt with my South Gloucestershire council. Last week we had reports of suspicious males near to the post office, but no one was found and the call may have been a hoax. On November 10th an off duty police officer came across 3 males about to break into a house during the early evening at Olive Gardens and Bridal Way. The officer was threatened with a hammer and offenders made off without being located.

Due to an increase in early evening burglaries, we are encouraging people to leave lights on with curtains closed after dusk, even if you're out at work during the day. Use timer switches if possible. We have also seen an increase in shed/garage breaks locally so encourage people to lock outbuildings and park vehicles in front where possible.

PC Sean White confirmed that he will be able to attend the public travellers meeting on Monday November 23rd.

- 7.2. **South Gloucestershire Council** – (MT) reported that a meeting is arranged with senior strategic planners to discuss the pipeline of activity and will report back to (Clerk).

The consultation relating to (SGC) Special Strategy and Joint Transport Strategy plan are both now live consultations the details of which can be accessed and viewed on the SGC website and urged councillors to study the consultations as they form a major part of future SGC strategic development. It shows the potential for Thornbury being earmarked for further major development and although currently protected by greenbelt a possibility is to add greenbelt land to the proposals.

Lime Grove is now on the top of the list for resurfacing works and is likely to be agreed at the next area forum meeting. (MF) enquired whether it be prudent for a Parish Councillor to attend the meeting to ensure that the proposal is approved. (MT) confirmed that this would not be necessary.

(SB) raised his concerns relating to SGC Waste Strategy Consultation, (Clerk) informed Cllrs that he had been approached by SGC requesting that they attend either the December or January Parish Council meeting in order to carry out a public consultation / presentation on the matter. This had then been advertised by SGC without Cllrs / (Clerk) prior approval as the intention was to seek approval at this meeting. (PC) proposed that the SGC presentation be arranged for the Parish Council meeting dated Monday 18th January. (SB) seconded and 8 Cllrs agreed with one Cllr abstaining.

15.085 Resolved: The (SGC) Waste Strategy public consultation / presentation will take place at the Parish Council meeting on Monday 18th January.

- 7.3. **St Helens School** – No report

- 7.4. **Alveston Community Forum** – (MF) reported that a community forum Christmas at the Parade event will take place on Saturday 12th December.

- 7.5. **Jubilee Hall** – The next meeting is due to take place in February.(PC) requested that the issue of Wi-Fi in the Jubilee Hall be brought up once again.

- 7.6. **Youth Centre** – Meeting took place on October 26th. Youth Centre floors have been polished and a quote for new kitchen doors has been obtained.

- 7.7. **Other Representative Reports** – (PC) requested from (MT) an update on the SSCG future. (MT) informed councilors that groups had amalgamated to reduce costs and will continue however, the date of the next meeting has not been confirmed.

8. Review of Committee Terms of Reference

Cllrs received a copy of the existing Committee Terms of Reference within the agenda packs. No comments were forthcoming and (JS) proposed that these have been reviewed and remain unaltered. (MW) seconded the proposal and all Cllrs agreed unanimously.

15.086 Resolved: The Parish Council Committee Terms of Reference are approved.

9. Correspondence

- 9.1. Correspondence for Information
(Appendix A)
- 9.2. Correspondence for Discussion / Action -
(Clerk) presented to Cllrs letters from residents.

A request had been received from St Helens PCC to assist with the payment of a rail which has had to be installed for H & S reasons in order to traverse the roof and access the flagpole. (AP) recommended that as the deadline had been extended that an application be submitted through the Parish Council 137 Grant Aid payments procedure.

Concern had been raised by a resident that the extension of the Cemetery (Phase 2 & 3) obtained via Planning Permission granted in 2000 is now no longer possible due to the purchase of the land in order to build the Crematorium. (MW) confirmed that this is the case however cannot foresee the land being required for a long time to come.

10. Authorisation of Payments

15.1.1 Payments.

Payments authorisation 2nd November 2015 by Alison Peters & Steve Blick

Details	Chq. no	£
Grounds Maintenance Contract - Sep	2612	1212.20
Allotment Water Charges	2613	202.53
Jubilee Hall Field - Water Charges	2614	26.20
Total Payments		£1,440.93

15.1.2

Payments authorised by James Sumner & Marcus Fry & Alison Peters

Details	Chq. no	£
Salary – Cemetery Caretaker	2615	95.68
Salary – Inspection / Clean	2616	174.40
Clerk – Salary & Expenses	2617	1222.69
Cemetery - Internment Charges	2618	160.00
Community Calendar – Print & License	2619	523.43
Photocopy & Print	2620	8.40
Pitchmark c/o ACC – Line Paint	2621	93.96
Invoice 0473 – renewal of Alveston.org	2622	23.30
Calls / Broadband / Line Rental	2633	197.62
Total Payments		£2,499.48

15.2 Income Received
Recent Receipts

Details	Ref.	£
Deed of Grant/Internment/Memorial Plot 67	Inc2565	522.00
VAT Refund	T/Fer	2030.91
Internment – CR plot 31	Inc2566	88.00
Deed of Grant/Internment – Plot 34	Inc2567	346.00
Advertiser-Community Calendar 2016	Inc2568	60.00
Total Receipts		£3,046.91

15.087 Resolved: That all receipts and payments presented to the PC meeting on 16th November 2015 were accepted.

14. Website

(JS) requested that the notice of meeting concerning travellers be retained in a prominent position.

15. Any Other Business

(DM) requested an update from (MT) relating to the traffic calming works to be carried outside St Helen's School. (MT) informed the Council that 2 * sleeping policemen are to be placed at either side of the chicane.

(PC) reported a dislodged "Greenhill Road sign" Clerk said he would follow this up with SGC Streetcare.

PC151116-02: Rectify the dislodged "Greenhill Road" road sign as reported by (PC)..

Action to (Clerk)

Meeting closed at 21.00 pm

**The next Council Meeting is on
Monday December 14th 2015 at the Alveston Methodist Hall**