

**Minutes of the Parish Council Meeting
Held on 14th December 2015 at 7.30pm at the Methodist Church.**

Present: - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Paul Caddick (PC), James Sumner (JS), Steve McMillan (SM), Anne Curtis (AC), David Morgan (DM).
Graham Smith (Clerk)

1. Apologies for Absence

Mike Webb (MW), Chris Casey (CC), PC Sean White (SW).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

Mr. Mark Davey

Mr Davey informed the Council that he is a resident of Alveston and is attending the meeting to observe procedure. (AP) welcomed Mr. Davey and stated that the Parish Council positively encourages public participation and thanked Mr Davey for attending.

5. Minutes and matters arising from previous meetings

5.1 Acceptance & signature of minutes for Parish Council Meeting 16th November 2015

15.093 Resolved: The minutes of the Parish Council meeting of Monday 16th November 2015 were accepted and signed by the chairman.

5.2 Matters Arising:

(Clerk) informed Cllrs that he had attended a meeting at SGC offices in Kingswood relating to Joint Spatial Plan and Joint Transport Strategy which are both now live consultations. (AP) recommended that this be discussed under AOB.

5.3 Outstanding Actions:

(Clerk) informed councillors that all (Clerk) actions are on schedule and confirmed to Cllrs that he had escorted Chris Keefe of CRK Garden Manicures to his garden waste storage / disposal depot located at Tockington and all was in order. (Action - PF150907-1)

6. Review and Recommendations from Committees:-

6.1. **Planning**– (Meeting 7th Dec.) (Clerk) informed Cllrs. that a resident attended the planning meeting as he was concerned that SGC did not follow correct planning procedure with regard to development on green belt. This relates to the development at Paddock Gardens which was approved by SGC and that he followed up with a meeting with Luke Hall. (SB) informed the planning committee that he too was due to meet with Luke Hall and would report back his findings.

6.2. **Playing Fields & Open Spaces** – No meeting.

6.3. **Footpaths & Allotments** – (Meeting 7th Dec.) (MF) reported as detailed within the F & A minutes.

6.4. **Finance and General Purposes** - (Meeting 7th Dec.) (JS) reported as detailed within the F & GP minutes.

(JS) proposed that the Parish Council approve the 2016/17 budgets as approved by the F & GP committee. (AP) seconded the proposal and all Cllrs. agreed unanimously.

	2014/15	2015/16		2016/17
	Actual	Budget	Projected Actual	Proposed Budget
Finance & GP - Expenditure	29603	32379	32031	32379
Income	3594	4485	5687	4485
Precept	55306	52237	52237	53259
LCTS Grant	2198	2198	2488	1177
Net expenditure	-31495	-26541	-28381	-26542
Parks & Open Spaces - Expenditure	27647	22189	22000	22189
Income	9353	2193	3140	2193
Net expenditure	18295	19996	18860	19996
Footpaths and Allotment - Expenditure	6653	7514	6200	7514
Income	1482	968	1052	968
Net expenditure	5171	6546	5148	6546
Total Budget - Expenditure	63903	62082	60231	62082
Income	71933	62081	64604	62082
Net expenditure	-8,030	-1	-4,373	0
Precept	55306 (inc overpayment)	52237		53259

15.094 Resolved: The Parish Council approve the 2016/17 budgets as presented and recommended by the F & GP committee.

(JS) proposed that the Parish Council approve the 2016/17 precept of £53,259 as presented within the budgets and as approved by the F & GP committee. (AP) seconded the proposal and all Cllrs. agreed unanimously.

15.095 Resolved: The Parish Council approve the 2016/17 precept of £53,259 as presented within the budgets and as approved by the F & GP committee.

7. Representatives Reports

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

PC Sean White apologised for not attending the meeting.

There have been 16 dwelling Burglaries in the last 3 weeks with at least 6 of these in Alveston.(The rest in Tytherington/Falfield and Thornbury itself.) The M.O is that offenders will attack houses in darkness during the early evening between 5pm and 9pm via smashing back patio doors, and they then go straight upstairs for an untidy search looking for jewellery and money. Offenders are very fussy on what jewellery they are taking suggesting they are organised. There are no suspects or vehicles, and an extensive crime prevention plan has been in place all week to educate residents by way of posters and press release.

Apart from parking issues on Quarry Road, Alveston is generally ok at the moment, (Putting the burglaries to one side)

- 7.2. **South Gloucestershire Council** – No report.
- 7.3. **St Helens School** – No report
- 7.4. **Alveston Community Forum** – (MF) reported that a community forum Christmas at the Parade went well and that a total of £232.72 had been raised to pass to charity. A further £65 had been raised by the sale of the calendars.
- 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 is taking place in tandem with the Parish Council meeting where the new kitchen is being discussed.
- 7.7. **Other Representative Reports** – (Clerk) informed Cllrs that the Community Forum had elected to support the Alveston Trust and would be the recipient of the money raised from the Christmas at the Parade.

8. Next Steps Re – Consultation

(JS) expressed his view that the public meeting worked well with content and the way it was ran however, (PC) expressed concern that the meeting took 5 months to arrange. This point was noted by the Chair.

(AP) recommended that the Parish Council are united in their decisions when presenting recommendations to the public and proposed that a working group be set up to all Cllrs who expressed a wish to be involved. It is proposed that the group meet on Monday 11th January at a venue to be arranged by (Clerk) and that the discussions, conclusions and actions of the meeting be publicised by the end of January.

PC151214-01: Arrange a venue for Cllrs working group.

Action to (Clerk)

9. Annual Parish Meeting

(AP) recommended that Cllrs. consider changing the way in which the Annual Parish Meeting is conducted by creating a more vibrant meeting in order to encourage a greater proportion of the community to attend. (JS) expressed his view that it should remain as is as there is no need to enhance the APM itself as it correctly fulfils its' legal function and suggested that the Parish Council consider other mechanisms to engage with the community, for example having a presence at the Alveston Flower Show. (MF) stated that a forum in which the Parish Council could thank landowners for their cooperation relating to footpaths and the many other people who work outside the Parish Council on behalf of the residents of the Parish should be considered. (DM) agreed and added that the dry and potentially boring Annual Parish Meeting may not be the appropriate forum as a way to engage with the public. As a result of Cllr. feedback (AP) concluded that no change should be implemented to the way the Annual Parish Meeting is conducted.

10. John Dyer Award

(Clerk) informed Cllrs. that despite an eye catching poster, details on the website and in the Helmet and work undertaken by Mike Josey (chair of the selection panel), that the expiry date for applications had been reached without a single application being submitted and therefore as a result there will be no John Dyer Award presented this year.

11. Correspondence

11.1. Correspondence for Information

(Appendix A)

11.2. Correspondence for Discussion / Action -

(AP) read out to Cllrs a letter received from a resident relating to concerns over the proposed Crematorium. (DM) was concerned over the percentage figures relating to increased traffic movement quoted as being unsubstantiated and (MF) expressed concern that already exists with traffic movement due to Marlwood School. (JS) proposed that the Parish Council should decide

whether to wait until the planning application has been submitted or to hold a meeting where public are invited prior to the application. (MF) recommended that the Parish Council adopt a Neighbourhood Plan in order to have consistency in approach to Green Belt Development. ((AP) asked to place discussions relating to a neighbourhood plan to be considered later in the meeting). (AC) suggested that maybe a Crematorium is required and have all alternative sites been considered. (MF) suggested that it be appropriate to wait until application has been submitted and (DM) expressed his concerns that until an application has been submitted then it all remains a hypothetical issue. (AP) recommended that as the Parish council should encourage positive public engagement and that (JS) says the responses are time critical (21 days) the Parish council should organise time within a planning meeting where public participation on this issue may be encouraged. The Parish council agreed that the Planning meeting scheduled for 18th January be extended to begin at 18.30 to allow time for public who wish to attend to air their views formally.

PC151214-02: Organise an extension to the Planning meeting dated 18th January to 18.30PM inform the public via the website and inform (MW) accordingly.

Action to (Clerk)

12. Authorisation of Payments

15.1.1 Payments.

Payments authorisation 7th December 2015 by Marcus Fry & Steve Blick

Details	Chq. no	£
Grounds Maintenance Contract - Nov	2624	1212.20
Grant Aid	2625	50.00
Grant Aid	2626	250.00
Grant Aid	2627	213.00
Internment of Ashes	2628	80.00
Room Hire	2629	92.53
Litter Bin Empty Oct/Nov	2630	66.10
Date Protection Registration	2631	35.00
Clerk Expenses	2632	84.03
Total Payments		£2,082.86

15.1.2

Payments authorised by Marcus Fry & Paul Caddick

Details	Chq. no	£
Salary – Cemetery Caretaker	2633	95.68
Salary–Inspection/Clean/Bus Shelters	2634	308.50
Clerk – Salary & Expenses	2635	1251.73
Cemetery - Internment Charges	2636	80.00
Photocopy & Print	2637	13.72
Cemetery – Additional Planting	2638	264.00
Repaint play equipment (partly done)	2639	383.00
Total Payments		£2396.63

15.2 Income Received

Recent Receipts

Details	Ref.	£
Cemetery – Memorial Inscription	Inc2569	40.00
Sponsorship – Walking Calendar	Inc2570	60.00
Sponsorship – Walking Calendar	Inc2571	60.00
Total Receipts		£160.00

15.096 Resolved: That all receipts and payments presented to the PC meeting on 14th December 2015 were accepted.

13. Website (Councillor Input)

(AP) asked Cllrs to consider easing workload from (JS) by taking the responsibility of Chairperson for the Playing Fields and Open Spaces Committee and also to consider taking responsibility for website content. No volunteers were immediately forthcoming.

14. Any Other Business

- 14.1. (Clerk) informed Cllrs that the office would be closed for Parish business from 19th Dec -26th Dec. (AP) requested that the telephone be diverted.
- 14.2. (Clerk) requested that the membership fee for SLCC membership be approved for 2016. All Cllrs unanimously agreed.
- 14.3. (Clerk) informed Cllrs that he had attended a meeting at SGC offices in Kingswood relating to Joint Spatial Plan and Joint Transport Strategy which are both now live consultations and informed Cllrs of the content of the meeting and confirmed that he had already briefed the Planning Chair (MW) prior to the meeting. (MF) suggested that there may be a need for a neighbourhood plan although (AP) warned that the document is both expensive and time consuming to produce and will involve a great deal of commitment from all councillors. (DM) asked that Cllrs consider this requirement urgently. (AP) recommended that as the Parish Council meeting agenda in January was busy, that this be placed on the agenda for the Council meeting in February and requested that (Clerk) to acquire further information relating to the content of the document.

PC151214-03: Place “Neighbourhood Plan” on the agenda for the Council meeting in February and acquire further information relating to the content of the document.

Action to (Clerk)

Meeting closed at 21.03 pm

**The next Council Meeting is on
Monday January 18th 2016 at the Jubilee Hall**