

**Minutes of the Parish Council Meeting
Held on 15th February 2016 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Marcus Fry (MF) (Chairman), Steve Blick (SB), Paul Caddick (PC), James Sumner (JS), Anne Curtis (AC), David Morgan (DM), Steve McMillan (SM), Chris Casey (CC), Graham Smith (Clerk)

1. Apologies for Absence

Alison Peters (AP), Mike Webb (MW), Shirley Holloway (SH), Maggie Tyrrell (MT), 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 18th January 2016

15.112 Resolved: The minutes of the Parish Council meeting of Monday 18th January 2016 were accepted and signed by the chairman.

5.2 Matters Arising:

None

5.3 Outstanding Actions:

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

6. Review and Recommendations from Committees:-

6.1. **Planning**– (Meeting – 18th January & 8th February) (Clerk) in the absence of Cllr Mike Webb reported on the meetings as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** – (Meeting - 8th February) – Cllr James Sumner reported on the meetings as detailed within the PF & OS meeting minutes.

(JS) informed Cllrs that the committee had agreed to approve remedial action to play equipment as highlighted on the independent annual H & S report to the maximum of the annual allocated budget prioritising more urgent items and proposed that the Council approve the committee's resolution. (SM) seconded the proposal and all Cllrs unanimously agreed.

15.113 Resolved: Carry out remedial action to play equipment as highlighted on the independent annual H & S report to the maximum of the annual allocated budget prioritising more urgent items.

(JS) informed Cllrs that the committee had agreed to approve tree works as recommended within the tree survey and proposed that (Clerk) proceed with instructing work to be done providing costs remain within the unused tree budgets carried forward.(AC) seconded the proposal and all Cllrs unanimously agreed.

15.114 Resolved: Instruct tree works to be carried out as recommended within the tree survey providing costs remain within the unused tree budgets carried forward.

- 6.3. **Footpaths & Allotments** – No meeting. (PC) advised that the winter inspection of the allotments had taken place.

(PC) raised concerns relating to the allocation of Grant Aid to Alveston Allotment Association (AAA) as he was under the impression that a cheque would be made over to (AAA) from the Parish Council. (Clerk) informed Cllrs that this would then be allocated under “Grant Aid” causing the distribution of Grant Aid to be over budget. (Clerk) informed Cllrs that if assistance was to be given to (AAA) with regard to the request for gravel as per the Grant Aid application forms that due process was to be observed and that the Parish Council would need to be invoiced by the supplier in order to raise a cheque. (SB) was concerned with regard to how the request for payment of a lawn mower (as requested on the Grant Aid form) is to be processed.

Concerns were raised by Cllrs that they were unaware of process required and should be made clear and explained at meetings.

- 6.4. **Finance and General Purposes** - (Meeting 8th Feb) (JS) reported as detailed within the F & GP minutes.

(JS) stated that in the F & GP meeting that the committee agreed that meetings would follow the PF & OS & F & A meetings in order that proposals relating to finance from the committees may be approved by the F & GP committee on the same evening. All Cllrs agreed and (Clerk) confirmed new timings be implemented at the next meeting.

(JS) proposed that the Parish council approve the distribution of Grant Aid as resolved unanimously at the F & GP meeting. (SM) seconded the proposal and the resolution was carried with one Cllr in disagreement.

15.115 Resolved: Remaining grant aid to be distributed as resolved in the F & GP committee meeting of 8th Feb 2016.

(JS) informed Cllrs that he held a meeting with (Clerk) to analyse the amount of money available which could be allocated to works on Down Rd subject to full Council approval and advised that the maximum amount is £15,000.

7. **Representatives Reports**

- 7.1. **Police Matters** – Police report was presented by (Clerk) in absence of PC Sean White.

PC Sean White apologised for not attending the meeting.

Travelers have now moved on from the Thornbury Leisure Centre car park and are now out of the area. Complaints had been received with regard to damage to cars and theft (which involved the Children of the travelers).

There has been a recent spate of walk in house burglaries and car thefts in the Thornbury and Alveston area and it is advised that residents keep their doors locked even when in residence. However, the culprit has been caught and remanded and over the past week there have been no further incidents.

Parking issues on Quarry Road continue and South Glos. Council continues to look for a resolution to the situation.

- 7.2. **South Gloucestershire Council** – No report

(Clerk) informed Cllrs that both (SH) & (MT) were at a South Gloucestershire Council budgeting meeting and sent apologies for their absence.

- 7.3. **St Helens School** – Report from Chris Casey (School Governor).

To date this has been a busy term at the School. A new early years teacher has been recruited and had started at the school today. Fund raising for all weather pitch continues. There had been a visit from the Schools advisor and the subsequent report was very positive. There has been a focus on

increasing the intake of reception children for next year and a focus has been on an awareness campaign comprising of brochures and posters and the Headmaster visiting local nurseries in person to talk to prospective parents. St Helens School is one of the only schools that offers a “breakfast club” straight through to a “late club” and this has been highlighted. There has also been a focus on the good report received from OFSTED. The finance of the school rests on £ per child and hence the headmaster focus to increase numbers.

Teaching wise, a recent focus has been to go back to basics by pushing times tables and grammar to pupils.

There has been a recent drive to increase the number of governors to spread workload and for the existing governors to become involved in the recruitment process with a result that 3 applications had been received and as a consequence a ballot is now required.

A parents survey has recently been undertaken to which there was a 99% return with most giving very positive comments.

Currently there is nothing negative to say with regard to the school and activities and it is a pleasure to be involved with.

(PC) asked (CC) that the school currently has an 8% shortfall of pupil occupancy and is there likelihood that this will be reduced. (CC) responded by stating that as per her report that there has been a focus on increasing the intake of reception children for next year and a focus has been on an awareness campaign comprising of brochures and posters and the Headmaster visiting local nurseries in person to talk to prospective parents.

(MF) asked if there had been any arrangements made for community involvement in the schools 50th anniversary celebrations. (CC) replied that currently she was unaware of the arrangements due to current workload but will report back to the Parish Council as soon as she knows.

7.4. **Alveston Community Forum** – (MF) reported that the meeting of the Forum had taken place on 3rd Feb. with no significant matters to report.

7.5. **Jubilee Hall** – (MF) informed Cllrs that at their last meeting the Jubilee Hall Management Committee agreed that charges made to the Parish Council for document storage had been applied inconsistently and it was agreed that storage charges be withdrawn he also stated that the Jubilee Hall Mgmt. Committee are investigating costs for the installation of Wi-Fi and audio visual equipment

(PC) asked who will fund the Wi-Fi and audio visual equipment and stated that as both the Pre-school and JHMC were registered charities that it would be possible to obtain assistance toward the funding.

7.6. **Youth Centre** – (JS) informed Cllrs that the meeting is currently taking place in the Youth Centre.

7.7. **Other Representative Reports**

SSCG – (PC) informed Cllrs that the first SSCG (Safer Stronger Community Group) meeting since it had reformed will take place on 23rd Feb and that (Clerk) will be attending.

John Dyer Award – (Clerk) read to Cllrs correspondence received from the Chairman of the John Dyer award committee in which he expressed concerns over the longevity of the award due to lack of interest and apathy. After only receiving one nomination in the previous year and no nominations for 2015 the letter contained a formal resignation and suggested that the Parish Council look to either review the award or discontinue. (MF) suggested that discussions relating to the future of the award be placed on the next PC meeting agenda for discussion. (AC) requested that Clerk provide details relating to the background of the award prior to next meeting.

PC160215-01: Place “John Dyer Award” on PC agenda.

Action to (Clerk)

PC160215-02: Provide Cllrs with historical details of the JDA.

Action to (Clerk)

8. A Neighbourhood Plan?

(Clerk) provided with the agenda packs a booklet "Quick Guide to Neighbourhood Plans" which outlined the basic facts relating to what is involved when committing to undertake a "Neighbourhood Plan" with a view to this and Cllr research being the basis for initial discussion. (MF) suggested that this be revisited and placed on the agenda once again at the next Parish Council meeting as Cllrs felt that not enough information had been made available to them.

PC160215-03: Place "A Neighbourhood Plan?" on the PC agenda (21st March).

Action to (Clerk)

9. Correspondence

9.1. Correspondence for Information

(Appendix A)

9.2. Correspondence for Discussion / Action -

None

10. Authorisation of Payments

15.1.1 Payments.

Payments authorisation 8th Feb 2016 by Alison Peters & Paul Caddick

Details	Chq. no	£
Grounds Maintenance Contract - Jan	2650	1248.20
Annual Playground Inspection	2651	225.00
Cemetery Water Charges	2652	18.39
Total Payments		£1491.59

15.1.2

Payments authorised by James Sumner & Anne Curtis

Details	Chq. no	£
Salary – Cemetery Caretaker	2653	95.68
Salary–Inspection/Clean/	2654	174.60
Clerk – Salary & Expenses	2655	1246.55
QTRA Tree Safety Survey 2016	2656	440.00
Grant Aid	2657	150.00
Grant Aid	2658	150.00
Grant Aid	2659	244.00
Cllr Training Course	2660	60.00
Photocopy & Print	2661	15.20
Total Payments		£2,576.03

15.2 Income Received

Recent Receipts

Details	Ref.	£
Half Year Pitch usage	Inc2592	169.00
Calendar Sponsorship	Inc2593	60.00
Deed of Grant & Internment – Plot 65	Inc2594	376.00
Total Receipts		£605.00

15.116 Resolved: That all receipts and payments presented to the PC meeting on 15th February 2016 were accepted.

11. Website

None

12. Any Other Business

PC160215-04: Contact (SH) & (MT) requesting details of plans relating to road resurfacing for the Parish from South Gloucestershire Council

Action to (Clerk)

PC160215-05: Contact (SH) & (MT) requesting an update of plans and timescales relating to the approved work for traffic calming measures outside St Helens School

Action to (Clerk)

Meeting closed at 21.00 pm

**The next Council Meeting is on
Monday March 21st 2016 at the Jubilee Hall**