

**Minutes of the Parish Council Meeting
Held on 18th April 2016 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Alison Peters (AP) (Chairman), Steve Blick (SB), James Sumner (JS), Anne Curtis (AC), David Morgan (DM), Shirley Holloway (SH), PC Sean White (SW), Mike Webb (MW), Steve McMillan (SM).
Graham Smith (Clerk)

1. Apologies for Absence

Marcus Fry (MF), Paul Caddick (PC), Maggie Tyrrell (MT), Chris Casey (CC).

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 21st March 2016

16.003 Resolved: The minutes of the Parish Council meeting of Monday 21st March 2016 were accepted and signed by the chairman.

6.2 Matters Arising:

(Clerk) confirmed to the Council that the land owner (allotments) had confirmed that additional toolboxes on the allotments was acceptable upon condition that they remained locked at all times when not in use.

(Clerk) informed Cllrs that the increase in precept despite 2016/17 budgets remaining the same as previous year was due to the fact that the LCTS had been reduced by SGC and an increase in precept was required to cover this in order to ensure that budgets remain unaltered.

6.3 Outstanding Actions:

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

6. Review and Recommendations from Committees:-

6.1. **Planning**– (Meeting – 21st March & 4th April) Cllr Mike Webb reported on the meetings as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** – (No meeting) Minutes of the Open Space Development Committee meeting (11th April 2016) were distributed with Cllr agenda packs. Further to this meeting (JS) requested that the formal letter to SGC from APC requesting that APC place in situ a line of boulders along the perimeter of the green space to deter unwanted vehicles encroaching onto the open space. Cllrs considered whether an email would suffice and should the letter be addressed to the Chief Executive. (JS) proposed that an email be forwarded to the Director of Environment and Communities copying the Head of Street Care. (AP) seconded the proposal and all Cllrs unanimously agreed.

16.004 Resolved: The council approve the wording of the letter to SGC from APC requesting that APC place in situ a line of boulders along the perimeter of the green space to deter unwanted vehicles encroaching onto the open space.

PC160418-01: - Forward by email approved letter to Director of Environment and Communities and the Head of Street Care for SGC.

Action to (Clerk)

(JS) informed Cllrs that time was pressing in order to install boulders prior to summer and proposed that the Council approve total expenditure of up to £7,500 as per the quotation to install boulders and any subsequent utilities investigations. (SM) seconded the proposal and all Cllrs unanimously agreed.

16.004 Resolved: The council approve expenditure of up to £7,500 to install boulders and any subsequent utilities investigations at the Down Road open space area.

(Clerk) presented to Cllrs quotations for removal of log trail (action PF160208-2). (JS) informed (Clerk) & Cllrs that no immanent action is necessary.

(Clerk) presented to Cllrs quotations to repair / replace the corroded platform on the multi-games play equipment located at the Lime Kiln Play area. (JS) proposed that a repair be made in line with H & S requirements at the cost as per the quotation subject to the contractor explaining to (JS) the remedial work necessary. (AP) seconded the proposal and all Cllrs agreed unanimously.

16.005 Resolved: The council approve expenditure as per quotation provided to repair the damaged platform subject to the contractor explaining to (JS) the remedial work necessary.

6.3. Footpaths & Allotments – (No meeting).

(Clerk) reported to Cllrs an issue which arose due to a lack of communication between the attendees of a meeting relating to Allotments held on the 7th March and the Alveston Allotment Association and the upshot being a dispute over the ownership of a shed. (Clerk) informed Cllrs that to the best of his knowledge the issue had now been resolved.

6.4. Finance and General Purposes - (Meeting 4th April) (JS) reported as detailed within the F & GP minutes.

6.4.1. Accounts Financial Statement & Year End Bank Reconciliation to 31st March 2016

(JS) informed Cllrs that the finance committee agreed that Accounts, Financial Statement & Year End Bank Reconciliation to 31st March 2016 was correct and in order and requested that the Parish Council resolve to approved the year end accounts as presented. (AP) seconded the proposal and all Cllrs unanimously agreed.

16.006 Resolved: The council approve the Accounts Financial Statement & Year End Bank Reconciliation to 31st March 2016 as correct.

6.4.2. Annual Return 2015/16

(JS) informed Cllrs that the finance committee agreed that the Annual Return 2015/16 as presented by (Clerk) was in order and proposed that the Parish council resolve that this document is correct and can be submitted for audit. (AP) seconded the proposal and all Cllrs unanimously agreed.

16.007 Resolved: The council approve the Annual return 2015/16 and approve it's submission for audit.

7. Representatives Reports

7.1. Police Matters – Police report was presented by PC Sean White.

(SW) confirmed that the new police headquarters would be located within the Town Hall building in Thornbury and the move is due to take place on the 26th April.

(SW) informed Cllrs of a change to police procedures relating to incidents of theft within commercial premises. In future where crime does occur the shop (victim) will fill in their own online statement giving evidence that a crime had taken place. Police will then proceed to investigate.

CCTV will be processed by the victim in search for evidence and then presented to police. (SW) informed Cllrs that the police are developing a new software package to accommodate this new procedure and that CCTV footage can be uploaded by the victim when required.

Crime in Alveston

1. A vehicle had its's windscreen smashed when parked Location – The Square). As no similar damage has occurred elsewhere this appears to be a one off incident.
2. Greenhill Road – 9th April, door jemmied open and entry gained.
3. Rogue Trade Offence – 12th April, Man impersonating workers from another company sealing a drive way, (arrested under “False Representation”).
4. Multiple Shed break ins : -
 - * 13th April – Gloucester Road
 - * 13th April – Greenhill Park
 - * 15th April – Gloucester Road

Ship Hotel complained of local individual causing a breach of the peace and upsetting staff & customers.

(AC) raised concerns relating to the lack of attention afforded to the victim when a break in does occur. (SW) confirmed that if a report involves either; harm, risk or threat then an immediate response is given. If not then it is not necessary to respond immediately and that many do not warrant a visit.

(DM) informed (SW) that he had seen police patrols around “West View” over weekends and he welcomed the attention. (SW) was not aware that patrols were inforce in that area and suggested that often it could be off duty officers.

Currently the police are using as much media as possible to inform public of news. (Twitter, Neighbourhood Watch, leaflet drops, Thornbury Gazette).

(SH) informed (SW) that she had been informed of contact by a suspicious person acting as a plain cloths policeman visiting door to door under suspicious circumstances however, it transpired that he was a plain cloths detective trying to gather evidence. It is always best practice to ask for identification at all times.

7.2. South Gloucestershire Council

(SH) reiterated the points made by (MT) at the previous Parish Council meeting

7.3. St Helens School – No Report

- 7.4. **Alveston Community Forum** – (GS) reported that the AGM for the Community Forum had taken place on the 6th April and the Chair is due to give a report at the Annual Parish Meeting. Finances were sound with over £700 being raised this year for the Community Forum from sales of the Walking Calendar.

7.5. Jubilee Hall – (No meeting)

- 7.6. **Youth Centre** – (JS) informed Cllrs that the AGM is taking place at that moment in time.

7.7. Other Representative Reports – (No further reports)**8. SGC Consultation – Changes to library services.**

(AP) asked if the Parish Council wished to respond to the SGC consultation relating to the changes in library services. Cllrs discussed the options and gave a wide variety of responses. (AP) concluded that the Cllrs could not agree with the options on this issue and therefore the Parish Council is unable to comment. Cllrs agreed that there is no consensus from Alveston Parish Council.

9. Annual Parish Meeting

(Clerk) provided agendas for the meeting within the agenda packs and reminded Cllrs that the event is due to take place on 20th April at 7:30 in the Jubilee Hall. No questions were asked.

10. Correspondence

10.1. Correspondence for Information
(Appendix A)

10.2. Correspondence for Discussion / Action -

(Clerk) read to Cllrs a thank you letter from Alveston WI for allowing the planting of fruit trees at the far end of the cemetery for their 100 year celebrations and thanked (Clerk) and (MW) for their assistance.

11. Authorisation of Payments

11.1.1. Payments.

Payments authorisation 4th April 2016 by Alison Peters and Mike Webb

Details	Chq. no	£
Grounds Maintenance Contract - Mar	2676	1212.20
Annual Membership	2677	505.45
Annual Subscription	2678	17.00
Annual Membership	2679	36.00
Total Payments		£1770.65

11.1.2

Payments authorised by James Sumner & Mike Webb

Details	Chq. no	£
Salary – Cemetery Caretaker	2680	102.80
Salary–Inspection/Clean	2681	188.80
Clerk – Salary & Expenses	2682	1304.08
Tax & NI Payments	2683	693.64
Room Hire	2684	74.37
Photocopy & Print	2685	8.00
Zip Wire/Safety Surface Order-15-003	2686	673.62
Litter Bin Empty	2687	66.10
Total Payments		£3,111.41

11.1.3 Income Received

Recent Receipts

Details	Ref.	£
Allotment Plot - 3	Inc2667	28.35
Allotment Plot - 4	Inc2599	28.35
Allotment Plot - 5	Inc2615	28.35
Allotment Plot – 6B	Inc2665	17.00
Allotment Plot - 7	Inc2666	28.35
Allotment Plot - 8	Inc2645	28.35
Allotment Plot - 9	Inc2641	28.35
Allotment Plot - 10	Inc2619	28.35
Allotment Plot - 11	Inc2646	28.35

Details	Ref.	£
Allotment Plot - 13	Inc2647	28.35
Allotment Plot - 14	Inc2620	28.35
Allotment Plot - 15	Inc2621	28.35
Allotment Plot - 18	Inc2668	28.35
Allotment Plot - 19	Inc2616	28.35
Allotment Plot - 20	Inc2642	28.35
Allotment Plot - 21	Inc2622	28.35
Allotment Plot - 22	Inc2623	28.35
Allotment Plot - 23	Inc2618	28.35
Allotment Plot - 26	Inc2640	28.35
Allotment Plot - 27	Inc2648	28.35
Allotment Plot – 28A	Inc2669	17.00
Allotment Plot - 29	Inc2649	28.35
Allotment Plot - 30	Inc2617	28.35
Allotment Plot - 32	Inc2644	28.35
Allotment Plot - 34	Inc2624	28.35
Allotment Plot - 35	Inc2643	28.35
Allotment Plot – 6A	Inc2598	17.00
Allotment Plot - 12	Inc2597	28.35
Allotment Plot – 1B & 17	Inc2670	45.35
Total Receipts		£805.10

16.008 Resolved: That all receipts and payments presented to the PC meeting on 18th April 2016 were accepted.

12. Website

(JS) recommended that the communication for public by the police also be extended through the parish council website and requested (Clerk) to liaise with (SW) as to how this may be best achieved. (Clerk) informed Cllrs that the Parish Council police report is always published on Alveston.org.

PC160418-02: - Discuss with (SW) as to how police communications may be best used via Alveston.org

Action to (Clerk)

13. Any Other Business

(Clerk) informed Cllrs that the Parish Council cemetery caretaker had a serious accident and will be off duty for the foreseeable future. (Clerk) would cover duties of the cemetery caretaker in the absence of staff but confirmed that the gate will not be locked at night.

Meeting closed at 20.30 pm

**The next Council Meeting is on
Monday May 16th 2016 at the Jubilee Hall (To include the AGM)**