

**Minutes of the Parish Council Meeting  
Held on 16<sup>th</sup> May 2016 at 7.45pm at the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Paul Caddick (PC), Steve Blick (SB), James Sumner (JS), Anne Curtis (AC), David Morgan (DM), Mike Webb (MW), Steve McMillan (SM), Shirley Holloway (SH), Chris Casey (CC),  
Graham Smith (Clerk)

**1. Apologies for Absence**

Maggie Tyrrell (MT), PC Sean White (SW), PC Tony Blackmore (TB).

**2. Evacuation Procedure**

The evacuation procedure was noted  
(MF) informed Clerk that the reference to the Parade telephone box is outdated.

**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 18<sup>th</sup> April 2016

**16.014 Resolved:** The minutes of the Parish Council meeting of Monday 18<sup>th</sup> April 2016 were accepted and signed by the chairman.

6.2 Matters Arising:

None

6.3 Outstanding Actions:

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

**6. Review and Recommendations from Committees:-**

6.1. **Planning**– (Meeting – 18<sup>th</sup> April & 9<sup>th</sup> May) Cllr Mike Webb reported on the meetings as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** – (Meeting – 9<sup>th</sup> May) Minutes of the Open Space Development Committee meeting (25<sup>th</sup> April 2016) were distributed with Cllr agenda packs. (JS) informed Cllrs that the committee is still awaiting formal approval to lay boulders at the Down Road Green Space. (SH) confirmed that she would chase this with SGC. Quotation had been received from Mark King at SGC which was above the Councils agreed spending limit. Cllrs requested that (Clerk) write to SGC enquiring whether the Parish Council could supply the boulders and to requote for completing all other works.

**PC160516-01:** - Write to SGC enquiring whether the Parish Council could supply the boulders and to requote for completing all other works.

**Action to (Clerk)**

(JS) recommended that a date be fixed for a further Green Space Development Committee meeting and suggested 13<sup>th</sup> June. Cllrs agreed and asked (Clerk) to inform committee and book rooms.

**PC160516-02:** - Write to Green Space Development Committee - Inform committee of set date and book meeting room accordingly.

**Action to (Clerk)**

6.3. **Footpaths & Allotments** – (No meeting).

6.4. **Finance and General Purposes** - (Meeting 9<sup>th</sup> May) (JS) reported as detailed within the F & GP minutes.

## 7. Representatives Reports

- 7.1. **Police Matters** – Police report was presented by (Clerk) in the absence of PC Tony Blackmore.

Report covering period 18th April – 16th May:

24th April – Dwelling burglary, Bannetts Tree Crescent, occurred between 18:00-00:30, entry via forced front door. Approx. 2000 euro's stolen.

30th April – Assault occurred on Quarry Road around mid-evening, domestic related.

4th May – 3 Attempt burglaries to outbuildings, 1 successful entry however nothing stolen. Also 2 unlocked vehicles entered cash and power drill stolen.

9th May – Concern for female who had overdosed on medication. Police attended, ambulance dealt.

9th May – Dwelling burglary, Greenhill, occurred during the day, entry via front door being forced, jewellery stolen.  
An Irish speaking male approx. 50's with grey hair, wearing grey clothing was seen knocking doors on Greenhill that day asking about repairing driveways, possibly just coincidence.

10th May – Report of a 2 Vehicle road traffic collision, The Down, slight injury only, one lane blocked while treated and removed.

- 7.2. **South Gloucestershire Council** (SH) informed Cllrs that the SGC AGM will take place on Wednesday 18<sup>th</sup> May where the possibility of devolution and the adoption of a Metro Mayor will be discussed. (A large sum of money becomes available if a Metro Mayor is adopted), although North Somerset Council are likely to refuse. The other local authorities do work well together and there are advantages to linking services together.
- 7.3. **St Helens School** – (CC) reported that the SATS week went well although results will not be known until July. The Summer Fair will take place on the 25<sup>th</sup> June and this will be a re-running of the 50<sup>th</sup> Anniversary Exhibition. The next Governors Meeting will take place on Wednesday 18<sup>th</sup> May and will report in more detail at the next Parish Council meeting. (CC) informed Cllrs that Alison Green will be retiring at the end of term; she is an exceptionally good teacher and will be missed. (CC) confirmed that Reception class is full, 30 children.
- 7.4. **Alveston Community Forum** – No report
- 7.5. **Jubilee Hall** – (MF) reported that there is ongoing discussion relating to the installation of broadband into the Jubilee Hall and discussions on how this is to be financed are taking place. (PC) asked if the council had considered the proposal that the cost be funded in thirds. (Users / Jubilee Hall / Parish Council). (MF) replied that this had been discussed at the F & GP meeting under AOB and should refer to the minutes. The Tea-Urn is to be replaced.
- 7.6. **Youth Centre** – (JS) informed Cllrs that the kitchen refurbishment is underway. The new lease has been received from JHMC and the next meeting of the committee is on 25<sup>th</sup> May.
- 7.7. **Other Representative Reports** – (No further reports)

## 8. Grant Thornton Audit – Annual Governance Statement 2015/16

(Clerk) explained to Cllrs the internal / external audit procedure and the role of Grant Thornton as external auditors. The annual governance statement had been completed and was provided within the Cllr agenda packs. (AP) proposed that the Parish Council accept the Annual Governance Statement as correct, (SM) seconded and all Cllrs unanimously agreed.

**16.015 Resolved:** The council approve the Annual Governance Statement 2015/16 and approve it's submission to Grant Thornton. The Governance Statement was signed by the chairman.

## 9. Correspondence

- 9.1. **Correspondence for Information**  
(Appendix A)

9.2. Correspondence for Discussion / Action -

(Clerk) read to Cllrs an email with regard to permission to hold a Beavers / Cubs / Scouts afternoon at the Lime Kiln playing field and also for the organisations to become more involved with community events in the future. Cllrs unanimously agreed for the organisations to use the Lime Kiln field as requested and recommended that (Clerk) forward (MF) contact details as council representative on the Community Forum.

(Clerk) read to Cllrs an email from the editor of the Helmet magazine expressing concern that information relating to the progress of the vehicle deterrent on the green space at Down Road was not being communicated to them despite articles appearing in the Thornbury Gazette. (Clerk) expressed concern relating to inclusion of articles into the Helmet and requested approval of what is to be submitted and when. (MF) and (Clerk) agreed that certain items are repetitive on an annual basis and (Clerk) agreed to forward to (MF) historical entries. (AP) recommended that at the end of each meeting when website content is reviewed that also Helmet entries be considered and approved.

**10. Authorisation of Payments**

## 11.1.1. Payments.

Payments authorisation 9<sup>th</sup> May 2016 by Steve Blick and Mike Webb

Details	Chq. no	£
Grounds Maintenance Contract - Apr	2688	1212.20
Year End Check - accounts system	2689	144.00
Invoice – ALV 001	2690	12.77
Total Payments		£1,368.97

## 11.1.2

Payments authorised by Cllrs Steve Blick & Paul Caddick

Details	Chq. no	£
Salary–Inspection/Clean	2691	188.60
Clerk – Salary & Expenses	2692	1322.87
Invoice 37799 – Photocopy Print	2693	12.01
Aerial Runway – Order No. 15-004	2694	247.40
Telephone / Calls, Rental, Broadband	2695	186.71
Total Payments		£1,957.59

## 11.1.3 Income Received

Recent Receipts

Details	Ref.	£
Calendar Sponsorship	Inc2692	60.00
Internment/Deed of Grant Plot 70	Inc2691	270.00
Allotment Rent – Plot 31	Inc2690	28.35
Allotment Rent – Plot 16	Inc2674	28.35
VAT Refund	t/fer	2190.26
Total Receipts		£2576.96

**16.016 Resolved:** That all receipts and payments presented to the PC meeting on 16<sup>th</sup> May 2016 were accepted.

**12. Website**

None

**13. Any Other Business**

(MF) informed Cllrs that he will be interviewed on Radio Bristol on the 11th June to create awareness of local footpaths and the Parish Councils Calendar initiative etc.

(SB) reminded Cllrs that the AED training session will take place on Thursday 19<sup>th</sup> May at the Cross Hands between 18:30 – 20:00

Meeting closed at 21.00 pm

**The next Council Meeting is on  
Monday June 20<sup>th</sup> 2016 at the Jubilee Hall**