

**Minutes of the Parish Council Meeting  
Held on 17<sup>th</sup> October 2016 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Paul Caddick (PC), James Sumner (JS), Steve Blick (SB), Anne Curtis (AC), Shirley Holloway (SH), Tony Blackmore (TB), Graham Smith (Clerk)

**1. Apologies for Absence**

Mike Webb (MW), Steve McMillan (SM), David Morgan (DM), Cllrs Maggie Tyrrell (MT), PC's Sean White (SW), 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 19<sup>th</sup> September 2016

**16.049 Resolved:** The minutes of the Parish Council meeting of Monday 19<sup>th</sup> September 2016 were accepted and signed by the chairman.

5.2 Matters Arising:

(Clerk) informed Cllrs that he had contacted SGC to arrange a meeting for the Green Space Development Committee to consider costs and process relating to the laying of boulders on the Green space at Down Rd. Currently the person to attend the meeting is on annual leave and will contact (Clerk) upon his return.

5.3 Outstanding Actions:

(AP) confirmed that action PC160321-05 remains outstanding and would complete as soon as possible.

**6. Review and Recommendations from Committees**

6.1 **Planning** – (No meeting)

6.2 **Playing Fields & Open Spaces** – (No meeting) Cllr Anne Curtis informed the Council that a meeting had taken place to review the Grounds Maintenance tender specification and a number of alterations to the document were considered. (AP) recommended that this be ratified by the PF & OS committee at the meeting on the 7<sup>th</sup> November and (Clerk) agreed to meet with (AC) prior to the meeting in order to prepare the new specification document in advance.

**PC161017-01:** - Meet with (AC) to prepare the new Tender Specification document in advance of the Playing Field and Open Spaces committee meeting.

**Action to (Clerk)**

(AP) requested that the Parish Council approve expenditure of £187.50. For the annual Health & Safety inspection. (JS) proposed and (AP) seconded the motion and all Cllrs unanimously agreed.

**16.050 Resolved:** The Parish Council approve the expenditure of £187.50 for the annual Playground and Equipment Health & Safety inspection.

6.3 **Footpaths & Allotments** – (No Meeting) Cllr Paul Caddick reported on the Alveston Allotment Association meeting. It was reported to Cllrs that Plot 25 had become vacant and it was expected that Plot 16 was expected to become vacant in the near future. (Clerk) expressed concern as this

information had not been passed to him by the AAA nor had he received a formal termination letter by the holders of plot 25. (AP) recommended that (Clerk) contact the AAA and remind them of the due process required.

**PC161017-01:** - Contact (AAA) and discuss the due process and communication issues.

**Action to (Clerk)**

The AAA compost heap is closed due to it being full and allotment holders have been advised to bury their compostable waste within their own allotment area.

The AAA shed requires new asphalt to be placed on their shed roof.

The proposed bonfire night social gathering has been cancelled due to Health & Safety reasons regarding the lighting of a bonfire.

The AGM has been set for 27<sup>th</sup> March with a preliminary meeting set for the 27<sup>th</sup> February.

The AAA agree to assist the Parish Council and Guides with the preparation and rotivating of land in order to sew wild flower seeds in the spring for a display in summer 2017.

- 6.4. **Finance and General Purposes** - (Meeting – 4th October) (JS) reported as detailed within the Finance & General Purposes meeting minutes.

(Clerk) informed Cllrs that the advised Clerk pay scales as presented at the F & GP committee were incorrect and reported the correct pay scales. Cllrs agreed that the decisions made at the F & GP should be reconsidered in light of the new information and will discuss at a future F & GP meeting.

## 7. Representatives Reports

- 7.1. **Police Matters** – PC Tony Blackmore reported.

### September:

20<sup>th</sup>- Suspicious car driving around Itchington looking at properties.

26<sup>th</sup> – Attempt burglary at Alveston Post Office, no entry gained. (Linked to Olveston and Tytherington the same night also no entry gained).

### October:

4<sup>th</sup> – Search around fields and woods for a wanted male near Leisure centre/Filnore Woods area, with helicopter, negative result.

4<sup>th</sup> – Threats made between two adults, Quarry Road. Domestic related.

12<sup>th</sup>- Suspicious male knocked on door from TV Licensing, no clear identity badge seen though, no further sighting or reports of the same.

Also:

- Current review on neighbourhood policing as part of the savings plan. Not sure how it will affect our team at the moment.
- CCTV has now been installed at Thornbury, and we are updating our pub/shop watch alert system on the force computer.
- Trend in Burglary increase this time of year, a few reported this week in Thornbury, so the usual advice around lights and timer switches.
- The forces 2 main focal points at the moment are around Burglary and knife crime, so expect more work around this in the future.

- 7.2. **South Gloucestershire Council** – (SH) explained to Cllrs the new process for the allocation of grants. Each district councillor is to be allocated a sum of £3,500 annually to award on an individual

basis. However it is believed that the process would work better by directing grant applications to South Glos Council and that the district Cllrs work together in analysing application forms, working together and making decisions similar to the old "area forum" process and invite all applicants along to the meetings. Cllrs are looking to arrange the first meeting in Jan – Feb 2017 then two meetings a year ongoing.

(SH) reported to Cllrs that SGC will be undergoing further cuts and will be running with fewer officers.

(AC) asked (SH) when SGC plan to start the approved traffic calming measures outside St Helens School. (SH) informed Cllrs that the work is earmarked to be done and will be definitely going ahead, the process does take time but is expecting that work will commence within the next three months.

7.3. **St Helens School** – (Clerk) reported in the absence of (CC)

As the September meeting was so close to the start of school term and there were no Governor meetings it was not necessary to attend or report.

Two new teachers have started this year, Mr Leeming is taking Year 6 and Miss Hurd Year 3. Sports coaching company has also been employed to provide weekly coaching and teacher professional development for two classes on a Monday afternoon and a sports coach is also running a lunchtime football club and two after school clubs.

There are 193 children on the school role this year with reception being full (30 children). The school role in July 2016 was 186. This increase in numbers is in line with the school strategy and will increase funding to the school. Open mornings and afternoons for next year's intake are currently being advertised on line and with a banner at the school gate. A prospectus and letter will go to all parents of children in the pre-school year and local area (as last year). The challenge is to fill the reception class again.

Last year's KS2 (Year 6) SATS results were very good in both terms of progress and attainment, well above national average and local authority. Attainment in Reading and Maths were in the top 10% of schools nationally and in Reading Writing and Maths in the top 20%. Early Years (reception class) Phonics and KS1 (Year 2) were all above local authority and national percentages and there is a three year rising trend in Early Years.

The new Year 6 has successfully completed their residential week at the Deansfield Centre with Mr Spens, Mr Leeming, Mrs Kossmann, Mrs Robinson and Mr Cooke accompanying them.

The school have been successful in securing a grant for £8k, 10k or 12k depending on how the voting goes in Thornbury and Yate Tesco, this will pay for fencing and improved access to the woods as well as training for 2-3 staff in gaining Forest School accreditation. Please encourage anyone you know to vote. Voting begins 31/10/2016.

There are four new Governors and a new Chair of Governors, Jim MaClaren. Anne Straw the previous Chair has agreed to stay on as Vice Chair and initially assist Jim in his new role. (CC) will continue to Chair the Standards and Curriculum Meeting and a "shadow" for the role as Standards and Attainment Governor has been appointed so the Governing Board is no longer "single-sourced" in this area. (CC) has relinquished her role on the Pay Committee which has enabled her to act as shadow to the Literacy Governor. The Governing Board is looking to have all areas covered by more than one Governor to increase the depth of knowledge and expertise. Training of Governors for this year has been reviewed and courses allocated. (CC) will attend two courses this half term with more to follow during the year, while continuing to assist in school on a Tuesday helping with reading and comprehension in Year 5.

(AP) asked Cllrs to consider ways in which they could encourage the community to vote at Tesco in order to secure the maximum possible grant for St Helens School. (AP) requested that (Clerk) ask (CC) for an update on the progress of the development of the Multi Use Games Area.

**PC161017-02:** - Contact (CC) for an update on the development of the M.U.G.A.

**Action to (Clerk)**

- 7.4. **Alveston Community Forum** – (Clerk) informed Cllrs that a meeting is set for the 26<sup>th</sup> October in which he will be attending.
- 7.5. **Jubilee Hall** – No report
- 7.6. **Youth Centre** – No report
- 7.7. **Other Representative Reports** – (PC) reported on the meeting of the Community Engagement Forum. Most of which was covered in the Police report from PC Blackmore. The forum also discussed; the SGC library consultation which covered open access libraries (unmanned). (SH) informed Cllrs that the system is successfully operating in libraries elsewhere. The “One Stop Shop” in libraries is to close and be replaced by “Skype” terminals. Cllrs, felt this was a self-defeating initiative as individuals have Skype at home and any person not computer savvy would not use the Skype terminals. (PC) continued to report that several Large applications for housing in Thornbury had been submitted one of which was a garden village to accommodate 3000 new homes. (SH) reported that SGC officers had sent an “enthusiastic” report to government relating to this development without speaking to Cllrs and Town Councils, therefore no consultation had taken place and Cllrs & Councils alike are concerned about increased traffic on the A38 and parking problems in Thornbury Centre. There are too many applications being presented too quickly and no time is being allowed for Cllrs to consider the impact upon bus routes, schools etc. (AP) requested that (SH) provide an update of local housing development at all Alveston Parish Council meetings.

## 8. S.G.C. Consultations

Two recent SGC consultations were brought to the attention of Cllrs; Changes to SGC library services (including the mobile library service) and the withdrawal from use of the two telephone boxes in Alveston by BT. (Clerk) advised Cllrs that both items were being discussed at the next Community Forum meeting and that the forum will advise Cllrs of their discussions.

## 9. Correspondence

- 9.1. Correspondence for Information  
(Appendix A)
- 9.2. Correspondence for Discussion / Action  
(Clerk) informed Cllrs that he had received two emails prompted by action *F161003-02* and advised that the contents of which should be discussed at the next Playing Field and Open Spaces meeting on 7<sup>th</sup> November.  
(Clerk) informed Cllrs that he had received an email relating to Horses impeding the progress of walkers along a public footpath and would investigate the matter and discuss with SGC footpaths.

**PC161017-03:** - Walk footpath and assess concerns.

**Action to (Clerk)**

## 10. Authorisation of Payments

Payments authorisation by Cllrs Anne Curtis & Alison Peters on the 3<sup>rd</sup> October 2016

10.1.

Details	Chq. no	£
Grounds Maintenance Contract - Sep	2730	1212.20
Litter Bin Empty – Aug / Sept	2731	66.10
Localism	2732	1297.59
Parish Council Insurance 2016/17	2733	1966.25
External Audit	2734	360.00
Total Payments		£4902.14

## 10.2. Payments authorised by Cllrs Alison Peters &amp; Paul Caddick

Details	Chq. no	£
Salary – Inspection / Clean	2735	188.60
Clerk – Salary & Expenses	2736	1299.25
Tax / Ni	2737	607.64
Photocopy / Print	2738	18.36
Room Hire	2739	54.99
Total Payments		£2168.84

## 10.3. Recent Receipts

Details	Ref.	£
Precept - (30 <sup>th</sup> Sept)	T/Fer	26,629.50
(LCTR) Support Grant - (30 <sup>th</sup> Sept)	T/Fer	564.00
Total Receipts		£27,193.50

**16.051 Resolved:** That all receipts and payments presented to the PC meeting on 17<sup>th</sup> October 2016 were accepted.

**12. Website / Helmet**

Voting at Tesco

**13. Any Other Business**

(SB) informed Cllrs that the field on the left hand side of Thornbury Hill (going down) was once again up for sale.

(JS) informed Cllrs that (Clerk) and himself had attended Frampton Cotterall Parish Council meeting as the representative from Ecotricity was giving a presentation on the Grant Award to each Parish Council. The wind farm is expected to begin generating electricity as from 1<sup>st</sup> April 2017 and therefore grants will be available to apply for from that time. The amount available will be approximately £6,500 PA shared between Parishes. Applications will be considered for energy efficient and green projects only.

(AP) requested that (Clerk) arrange a date and invite Cllrs to a Monday evening meeting to discuss the project.

**PC161017-04:** - Arrange a Monday evening meeting to discuss Ecotricity Grant and invite all Cllrs.  
**Action to (Clerk)**

(Clerk) informed Cllrs that he had recruited a local cemetery caretaker. (JS) requested that (Clerk) forward a copy of the contract of employment.

**PC161017-05:** - Forward to (JS) new Cemetery Caretakers' contract of employment.  
**Action to (Clerk)**

(Clerk) informed Cllrs that he had booked annual leave between 6<sup>th</sup> January and 15<sup>th</sup> January.

Meeting closed at 21.10 pm

**The next Council Meeting is on  
Monday November 21<sup>st</sup> 2016 at the Jubilee Hall**