

**Minutes of the Parish Council Meeting  
Held on 21<sup>st</sup> November 2016 at 7.30pm at the Jubilee Hall.**

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

**1. Apologies for Absence**

Cllrs James Sumner (JS), 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**

Peter Waller (Chair – Alveston Community Forum)

**5. Minutes and matters arising from previous meetings**

5.1 Acceptance & signature of minutes for Parish Council Meeting 17<sup>th</sup> October 2016

**16.064 Resolved:** The minutes of the Parish Council meeting of Monday 17<sup>th</sup> October 2016 were accepted and signed by the chairman.

5.2 Matters Arising:

(Clerk) requested that (SH) pursue the planned upgrade to bus shelters which were earmarked for installation during September 2016 and as yet had not taken place. (Clerk) expressed concern that despite many emails and telephone calls that he was unable to make contact with the SGC member of staff who was responsible for overseeing the installation.

(Clerk) requested that (SH) pursue the request that the road sign and street sign at Rudgeway Park be repaired. Despite making several calls to SGC and informing the IT department that the "Report It" section did not allow for road and street sign repairs nothing had been done.

5.3 Outstanding Actions:

(Clerk) confirmed that all (Clerk) actions were as scheduled.

**6. Review and Recommendations from Committees**

6.1. **Planning**– (Meeting – 17<sup>th</sup> October / 7<sup>th</sup> November) Cllr Mike Webb reported on the meetings as detailed within the Planning meeting minutes.

(SH) informed Cllrs that a recent application regarding the Memorial Woodland appeared to be looking as if it would be refused. Concern had been raised that the building of a second chapel meant that a large increase in services would occur; however (SH) was assured that each chapel would only accommodate one memorial service per day and the concerns relating to increased traffic movement would not be an issue. (SH) informed Cllrs that if the application were to be refused then she would "call it in".

(SH) informed Cllrs that a recent application located at Old Gloucester Road which had been approved by the Parish Council had been "called in". A large turnout of residents who approved of the development attended the on-site meeting and (SH) expressed concern that an application that had received "no objections" should be turned down! The decision relating to the application will be made at a planning meeting scheduled for 1<sup>st</sup> December.

6.2. **Playing Fields & Open Spaces** – (Meeting – 7<sup>th</sup> November) Cllr Anne Curtis reported on the meetings as detailed within the Playing Fields and Open Spaces meeting minutes.

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

6.4. **Finance and General Purposes** - (Meeting – 7th November) (Clerk) reported as detailed within the Finance & General Purposes meeting minutes.

(Clerk) informed Cllrs that resolutions require approval from the Parish Council;

(AP) proposed that the Parish Council approve resolution 16.063 and that the Parish Council makes the following Grant Aid awards for year ending 31-March-2017. (SM) seconded the proposal and all Cllrs unanimously agreed.

**16.065 Resolved:** The Parish Council makes the following Grant Aid awards for year ending 31-March-2017.

- CAB - £200
- Alveston Youth Centre - £222
- Helmet - £250
- Thornbury Composting - £100

Royal British Legion - £75 (previously approved).

## 7. **Representatives Reports**

7.1. **Police Matters** – (Clerk) reported in the absence of PC White.

- Recent theft from motor vehicle in the Premier Inn car park at around 10pm (October)
- Damage to motor vehicle in a garage on Quarry Road overnight (20<sup>th</sup> November).
- Car alarms reported going off in Willoughby Close overnight the last few weeks. Suspicious?
- Suspicious cold callers in the Courville Close area during the day.

There have been dwelling Burglaries in Thornbury in the last few weeks, so it is highly recommended that residents keep lights on after dark and report anything suspicious to either 101 or 999. The spate of burglaries could be linked to suspicious vans during the day collecting scrap etc.

7.2. **South Gloucestershire Council** – (SH) reported (SH) presented to Cllrs an update of housing development within the Thornbury area. Concern was conveyed that SGC had sent an expression of interest to government relating to a submission for a “Garden Village” in Buckover which is a development of 3,000 new homes, without consulting neither district Cllrs nor Thornbury Town Council. A public meeting had been called in Thornbury where three hundred concerned residents turned up to express concern over ill thought out development within the Thornbury area. Luke Hall MP confirmed at that meeting that the Government would not financially support any development at the Buckover Garden Village site. Currently 1650 new developments within the Thornbury area have been planned, this combined with the potential “Buckover” development could result in Thornbury doubling in size. (SH) expressed concern regarding infrastructure and increased traffic on the A38.

(SH) confirmed to Cllrs that the adoption of a “Metro Mayor” had been approved and will become the principal decision maker involved in all district issues. SGC have moved away from a committee structure and will be adopting a cabinet which will be responsible for all decision making with only one scrutiny committee of 15 seats.

7.3. **St Helens School** – (No report)

7.4. **Alveston Community Forum** – Peter Waller (PW) – Chairman, Alveston Community Forum

(PW) reported on the meeting dated 26<sup>th</sup> October and raised the subject of the SGC consultation on the sale / ownership of telephone boxes. (PW) reported to Cllrs the clear resolution of the Community forum that a unanimous consensus was to maintain the telephone box located at the Parade of Shops as a fully operational public telephone, (PW) commented that the nearest fully operational public telephone access point is 800 meters from that point. He added that there was

no support within the Community Forum to keep or maintain the Telephone Box located on Thornbury Hill (Opposite the Ship Hotel).

If the telephone box located at the Parade is to be decommissioned the Community Forum unanimously resolved to adopt this for residents of the village with the likely use being a book exchange. (PW) agreed to approach the Parade Management committee with this decision as he believes the telephone box is situated upon their land.

The Parish Council unanimously agreed to support the Community Forum and that (Clerk) would communicate the decision to the SGC consultation.

**PC161121-01:** - Communicate decision of Parish Council / Community Forum to SGC consultation.  
**Action to (Clerk)**

7.5. **Jubilee Hall** – No report

7.6. **Youth Centre** – (SM) reported on the most recent Youth Centre Committee meeting and confirmed that the kitchen refurbishment had been completed. An open evening has been arranged to promote the new kitchen & Youth Centre as a whole and details and dates will be advertised in the Helmet. (AP) informed Cllrs that she had reminded the Youth Centre Committee of the pending opportunity to raise funding through the availability of the newly opened “Ecotricity” grant process.

7.7. **Other Representative Reports** – (No reports)

(AP) requested that (Clerk) make contact with John Cutland to discuss any relevant updates to Alveston Trust.

**PC161121-02:** - Contact John Cutland to discuss any relevant updates to Alveston Trust.  
**Action to (Clerk)**

## 8. Review of Committee Terms of Reference

Cllrs considered the existing Parish Council “Committee Terms of Reference” document and concluded that there was no requirement to update. (AP) proposed that the current “Committee Terms of Reference” be maintained as is for a further year. (SM) seconded the proposal and all Cllrs unanimously agreed.

**16.066 Resolved:** The Parish Council maintain the current “Committee Terms of Reference” for a further year.

## 9. Correspondence

9.1. Correspondence for Information  
(Appendix A)

9.2. Correspondence for Discussion / Action

(Clerk) presented correspondence from Alveston Scout Group requesting that a tent be erected in the Lime Kiln Field for one night in February in order to avail the Scouts the opportunity of gaining the experience of sleeping “rough”. The correspondence that the project is the full responsibility of the Scout Group and their leaders and no damage of litter will be left on site after completion of the project. Cllrs unanimously confirmed approval of the request.

**PC161121-03:** - Communicate to Alveston Scout Group the approval from The Parish Council to use the Lime Kiln Field for project as requested.

**Action to (Clerk)**

## 10. Authorisation of Payments

Payments authorisation by Cllrs Anne Curtis & Alison Peters on the 7<sup>th</sup> November 2016

10.1.

Details	Chq. no	£
Grounds Maintenance Contract - Oct	2740	1212.20
Various Repairs (16-004)(16-003)	2741	265.00
Total Payments		£1477.20

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

Details	Chq. no	£
Salary – Inspection / Clean	2742	188.60
Clerk – Salary & Expenses	2743	1255.13
Salary – Cemetery Caretaker	2744	102.80
Photocopy / Print	2745	11.35
Quarterly B/Band, Calls, Line Rental	2746	180.30
Water – Jubilee Field	2747	23.70
Water – Allotments	2748	182.10
Line Paint	2749	115.16
Annual Spraying	2750	90.00
Total Payments		£2149.14

## 10.3. Recent Receipts

Details	Ref.	£
VAT Return	T/Fer	1788.22
Headstone – Grave plot	Inc2717	146.00
Headstone – Grave plot	Inc2718	146.00
Pitch Hire 2016 season	Inc2719	540.00
Deed of Grant – Plot 65	Inc2720	47.00
Total Receipts		£2667.22

**16.067 Resolved:** That all receipts and payments presented to the PC meeting on 21<sup>st</sup> November 2016 were accepted.

**12. Website / Helmet**

APC successful Grant Aid applications.

**13. Any Other Business**

(Clerk) informed Cllrs that further communication had been received from SGC relating to the Library consultation and reported that in order to continue the mobile library service would cost in the order of £80,000 PA resulting in an annual charge of £2,285 to Parish Councils subject to all Parish Councils buying in to the arrangement. (Cllrs) expressed concern that this cost would be prohibitively too expensive for residents taking into account the number of people who use the mobile library service.

Meeting closed at 21.10 pm

**The next Council Meeting is on  
Monday December 19<sup>th</sup> 2016 at the Jubilee Hall**

**Confidential Minutes**

(AP) proposed that the Parish Council approve resolution 16.062 - an increase in (Clerk) salary of 1 scale point to PT 28 with a review and performance appraisal with (MF) after a further three months. (MW) seconded the proposal and all Cllrs unanimously agreed

**Confidential 16.001 Resolved:** Clerk Salary will increase by 1 scale point to PT 28 with a review and performance appraisal with (MF) after a further three months.