

**Minutes of the Parish Council Meeting
Held on 16th April 2018 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Marcus Fry (MF) (Chairman), James Sumner (JS), Paul Caddick (PC), Steve McMillan (SM), Anne Curtis (AC), James Sumner (JS), Cllr Steve Blick (SB).

Graham Smith (Clerk)

1. Apologies for Absence

Maggie Tyrell (MT), Shirley Holloway (SH), 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 Meetings from 19th Feb 2018

(SB) pointed out two errors relating to Name & Initials which (Clerk) rectified.

18.002 Resolved: The minutes of the Parish Council meetings held from Monday 19th Feb 2018 were accepted and signed by the chairman.

5.2 Matters Arising:

Cllrs requested that (Clerk) obtain an update relating to the ACV at the Cross Hands and the six week deadline presented to the Community Group in March.

F180416-01: Contact Cross Hands ACV group to request an update on proceedings.

Action to (Clerk)

(PC) asked (Clerk) to remind residents that the next Community Engagement Forum is to take place on May 8th at Turnberries in Thornbury.

6. Review and Recommendations from Committees

6.1. **Planning** (Meeting 9th April) – (SM) reported on the meetings as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** – (Meeting - 5th March)

(AC) updated Cllrs relating to Down Road greenspace and a request from Cllr (DM) to consider laying humps across the centre of the field. (Clerk) reminded Cllrs that this was SGC land and any change to the field would need to be presented and approved by them furthermore, (Clerk) reminded Cllrs that the grass is cut by tractor and gang mowers and this would be prohibitive resulting in grass being allowed to grow out of control or an increased charge to use mowers. (AC) asked Cllrs revisit the idea of providing a structured garden area on the Down Road site.

(AC) gave an update relating to the fire at the tunnel at the Lime Kiln Field. (Clerk) informed Cllrs that it is the intention of the Grds Maintenance Contactor to leave the fire damaged bush over the spring to see if it has died or whether new growth will come through. (Clerk) informed Cllrs that an insurance claim is in progress and would require a Crime Number from the Cllr that informed the police in order to progress the application.

(AC) informed Cllrs that Oldbury FC had formally requested to use the cricket pitch over summer for mid-week football practice. (Clerk) expressed concern as this could cause damage to the surface if there were to be a period of prolonged rain. (Clerk) questioned why the football did not want to use the Lime Kiln Field, which already has goal posts erected all year. It was mentioned that The Parish Council need to look to investigate repair to the goal mouth turf and after discussions with Prestige Grounds the only viable solution would be to lay artificial turf within the goal mouth areas.

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

6.4. **Finance and General Purposes** - (Meeting 9th Apr) - Cllr James Sumner reported on the meeting as detailed within the F & GP meeting minutes.

Representatives Reports (No Reports Given)

(SM) reported that the Jubilee Hall will be holding 40 Years Celebrations on Saturday Afternoon 15th September and will be attending a “think tank” group on how best to celebrate the anniversary.

7. **Review of Committee Structure**

(MF) presented proposals as to how to move forward with this initiative. Cllrs agreed that by dismantling the sub-committee structure that time and efficiencies to tackle projects would result. It was proposed that all Parish council Sub-Committees with the exception of Planning be eliminated and a responsible person for each of the areas be appointed. The first Monday of each Month (with the exception of Bank Holidays) be used as a forum for project discussions and to open to the public an opportunity for informal consultation (Parish Council Surgery). The rental of the Bush Room on the first Monday evening of each month will continue.

(Clerk) expressed concern that without formal meeting minutes of Sub-Committees no formal audit trail of actions would exist. (JS) assured clerk that all business would be recorded formally through the monthly parish council meetings.

Cllrs agreed that the format of budgeting and financial account reporting remain the same and (Clerk) to report directly to the responsible person for finance prior to parish council meetings.

(Clerk) asked for confirmation that Cllrs are aware that this item is to be voted on and resolved at this meeting in order to reformat the agenda for the AGM in May.

(MF) proposed that the review as presented be adopted by the Parish Council. (JS) seconded the proposal and Cllrs voted – 5 in favour of the proposal and one against.

18.003 Resolved: The Alveston parish Council Sub-Committee structure be dismantled and a new working procedure be adopted with immediate effect.

8. **Annual Return Statement / Audit**

(Clerk) had supplied within the agenda packs for Cllr scrutiny the annual audit statement and Financial Statement for Alveston Parish Council for the year 2017/18 and requested that Cllrs approve this prior to the internal / external audits.

(JS) proposed that the Annual Statement was accurate and be accepted by council. (PC) seconded and all Cllrs agreed unanimously.

18.004 Resolved: The Annual Return as presented is an accurate and true representation of the Parish Councils' Financial status for 2017/18.

(JS) proposed that after scrutiny that the Alveston Parish Council Accounts and Financial Statement Year-end 31st March 2018, is accurate and true statement of the Parish Councils Financial status. (AC) seconded the proposal and all Cllrs agreed.

18.005 Resolved: The Alveston Parish Council Accounts and Financial Statement Year-end 31st March 2018, is accurate and true statement of the Parish Councils Financial status.

9. S.G.C. Local Plan Consultation

Cllrs discussed the SGC Local Plan Consultation and prepared response for submission prior to the expiry date of 30th April.

F180416-02: Submit Parish Council response to SGC Local Plan.

Action to (Clerk)

10. Trim / Log Trail – Lime Kiln Field

(Clerk) forwarded to all Cllrs prior to meeting four quotations relating to the purchase and installation of a Log / Trim Trail at the Lime Kiln Field. Prices were presented for like for like comparisons and discussions eliminated the two of the most expensive quotations both on price and the fact that these companies did not attend site prior to the Quotation being presented. The remaining two companies were discussed and a proposal adopted that despite one company being more expensive than the other one company was a “middle man” the other company manufactured their own equipment of which had been inspected by (Clerk) and a Cllrs and proved to be of good quality. Furthermore the quotation provided was an actual scale fit of the site so Cllrs could see the proposals.

(AC) proposed that Cllrs agree to adopt the proposal / quotation from creative play and despite this not being the cheapest could justify the decision for the following reasons. 1. Known Quality. 2. Tailored to site. 3. Log Trail manufactured in House. 4. Work Guaranteed and a X year guarantee provided. (JS) seconded the proposal. Cllrs voted and 5 were in favour to use Creative Play one Cllr was against the decision.

18.006 Resolved: To instruct Creative Play to install the Log / Trim Trail in the Lime Kiln Field.

11. CIL Payment

(Clerk) presented to Cllrs the annual CIL statement from S.G.C and asked if Cllrs wish to receive payment directly or request that S.G.C. spend this on behalf of the Parish Council. (JS) proposed that Alveston Parish Council receive the money direct and asked (Clerk) to investigate whether it conforms with conditions that the money be spent on the Log / Trim trail which has just been approved. (AC) seconded the proposal and all Cllrs agreed.

18.007 Resolved: Instruct S.G.C. to pay the 2017/18 CIL award direct to the Parish Council.

F180416-03: Enquire to S.G.C. whether the CIL payment may be used to fund the Trim / Log Trail.

Action to (Clerk)

12. Annual Parish Meeting

(Clerk) informed Cllrs of the procedure relating to the Annual Parish Meeting, invitees and report representatives.

Cllrs Paul Caddick and Anne Curtis apologised for absence.

13. Authorisation of Payments

13.1. Payments authorisation by Cllrs Anne Curtis & Steve McMillan at F & GP meeting 9th April

Details	Chq. no	£
Grounds Maintenance – March	2903	1170.00
Localism Charges	2904	1300.11
Bin Empty	2905	66.10
Room Hire	2906	55.80

Details	Chq. no	£
Photocopy & Print	2907	11.45
Total Payments		£2603.46

13.2. Payments authorised by Cllrs Paul Caddick & James Sumner

Details	Chq. no	£
Salary – Inspection / Clean	2908	212.00
Clerk – Salary & Expenses	2909	1282.93
Salary – Cemetery Caretaker	2910	111.84
Tax & NI Due	2911	679.61
Repair to Cemetery Fencing	2912	406.00
Total Payments		£2,692.38

13.3. Recent Receipts

Details	Ref.	£
Gross Interest	DCR	5.86
Credit Interest	DCR	15.36
Allotment Plot 19	Inc2890	28.35
Internments	Inc2874	270.00
Total Receipts		£319.57

18.008 Resolved: That all receipts and payments presented to the PC meeting on 16th April 2018 were accepted.

13. Website / Helmet

None

14. Any Other Business

None

Meeting closed at 22.00 pm

**The next Council Meeting is on
Monday May 21st 2018 at the Jubilee Hall**