

**Minutes of the Parish Council Meeting
Held on 17th September 2018 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Marcus Fry (MF) (Chairman), James Sumner (JS), Anne Curtis (AC), Steve Blick (SB), David Morgan (DM), Paul Caddick (PC). Adrian Fallows (AF) (Thornbury Police), Rob Creer (RC) South Gloucestershire Council.

Graham Smith (Clerk)

1. Apologies for Absence

Shirley Holloway (SH), Maggie Tyrell (MT), Chris Casey (CC).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

There were seventeen members of the public in attendance.

(Chair) introduced the Council and asked members of public why they were in attendance and asked for concerns / questions which may be addressed in the items on the agenda.

Concern was raised; -

That despite having a public meeting several years ago little progress had been made with regard to traveller deterrent.

As to when the travellers will vacate the sight.

That the procedure for removal takes a long time.

Members of public expressed a wish that boulders or a bund be placed at the perimeter to prevent traveller incursions.

5. Minutes from previous meeting.

5.1 Acceptance & signature of minutes for Parish Council Meetings from 18th June 2018

18.020 Resolved: The minutes of the Parish Council meetings held from Monday 18th June 2018 were accepted and signed by the chairman.

6. Review and Recommendations from Committees

6.1. **Planning** (No report) – (SB) had no issues to report from the Planning Committee.

7. Anti-Social Behaviour (ASB)

(Chair) moved this to item to follow item 8 as public in attendance were present predominantly to hear issues relating to item 8, however all public remained to listen and to discuss other items and issues relating to ASB.

(MF) briefed the public in recent ASB issues within the Parish Council owned Parks and Green Space. This included evidence of drug use, alcohol bottles and cans littering hedgerows, broken glass presenting a danger to skate park users,

(AF) presented to Cllrs & public statistics relating to ASB and although emphasised the fact that Alveston had relatively few problems compared to other Towns & Parishes the issues were apparent and remarked that it is important that members of public call 101 to report any form of ASB no matter seemingly how small. This is added to the crime statistics and the area given higher priority with more ASB 101 calls.

(MF) informed public that a report had been commissioned to investigate how ASB may be minimised within the parks. This investigation was carried out by the Police ASB unit. The main

conclusion reached is that all areas within the parks should be within the line of sight of other members of the public and the suggestion was made within the report that low lying branches of trees and hedgerows that surround areas in question be lowered to a level where park users are in line of sight at all times.

A member of the public had highlighted that we had to do more than just making our park anti vandal proof as otherwise all we were doing is pushing the problem somewhere else and this has already been observed on the bridleway. We should aim to work with the community groups.

PC180917-01: - Obtain quotations to reduce hedge height around the Lime Kiln play area and to cut low lying branches of surrounding trees.

Action to (Clerk)

8. Traveller Incursion Update & Matters Arising

(Chair) introduced Rob Creer from South Gloucester Council corporate resources.

(RC) proceeded with answering the concerns of the residents and described in detail the legal process required for the removal of the travellers from the green space, he emphasised that delays are often caused because SGC as the district authority has a responsibility to carry out welfare checks on any children within the encampment.

The matter of a physical deterrent such as boulders and barriers was discussed and (RC) confirmed the fact that underground utilities stretched the length of the Down Road green space. (Clerk) informed the public of the processes the Parish Council had gone through and confirmed that Cllrs had worked hard in this matter. The PC had engaged Atkins at Aztec West to assist with the procedure and the results of locations of utilities were fully available on Alveston.org. The next stage was to commission SGC to engage the C4 process to establish the exact location of utilities under the land but would cost the Parish Council several thousand pounds without the prospect of a real solution. (Clerk) informed public that it was at this point the Parish Council withdrew from the process.

(RC) proceeded to inform the public the procedure relating to fires on the site and is the responsibility of the Fire Authority (if a danger is present) or the police with regard to ASB. (AF) emphasised that calls to 101 are encouraged with public witness any form of criminal activity or ASB.

(MF) thanked (RC) and requested that dialog relating to moving forward on this matter be progressed.

PC180917-02: - Contact Rob Creer (SGC) to organise a time to discuss the matter of travellers and Down Rd green space further.

Action to (Clerk)

(Clerk) informed members of public that many concerns and issues surrounding ASB from the traveller incursions were being repeated at the Lime Kiln Field although not a traveller issue and that this is to be discussed as the next agenda item.

(MF) emphasised that it was very positive that Rob had attended and the Parish Council should develop a partnership approach with South Glos, particularly to manage encampments on land not managed/ owned by Alveston PC . (MF) also highlighted that the Parish Council should

- Review what can be learnt from the recent encampment ie . the usage of facebook had proved useful and we should look to exploit it
- Review our previous approach to past encampments and deterrents and what we'd needed to do differently to manage future risk
- Align to and support the current review of managing travellers by South Glos
- And work together to reduce risk on the South Glos down road space

(AC) highlighted we would still have a drugs problem once the travellers had gone.

9. Financial Matters

9.1. Finance Report June / July 2018

Cllrs agreed that the finance report for June / July 2018 appeared in order (JS) informed Cllrs that there was one mis-posting relating to Grounds Maintenance to an office account code. (Clerk) informed Cllrs that the August report was not ready due to an issue with the RBS software which hopefully will be rectified within the week.

18.021 Resolved: The financial reports for June/July as presented were accepted as accurate.

9.2. Review Parish Council Insurance Policy

(Clerk) presented three renewal quotations issued by Came & Co. (insurance broker). After review Cllrs agreed to remain with the current insurer but to agree a one year (as opposed to 3 year).

(JS) proposed that the council proceed with the Inspire insurance policy costing £2329.33 for the year. (AC) seconded and all Cllrs unanimously agreed.

18.021 Resolved: The Parish Council will adopt the Inspire insurance policy for the year 2018/19.

9.3. IT Infrastructure

(JS) presented options for the upgrading of the Parish Council IT systems. He highlighted a need for the Clerk's computer to be upgraded. It was not necessary to provide three quotations as this was at a standard price for a lap top of this nature. (JS) proposed that a level of support was recommended and this can be done on an ad-hoc basis as and when, as the clerk rarely calls for IT support. The work required to migrate the software from one computer to another will be charged at £45 per hour.

(JS) proposed that the council agree to updating the (Clerks) IT system. (PC) seconded and all Cllrs unanimously approved.

18.022 Resolved: The Parish Council approve the upgrade of (Clerk) IT system.

(JS) recommended that Cllrs all have Parish Council "Chrome Books". This will enable Cllrs to conduct PC business without the use of private lap tops / computers. This is particularly important with GDPR and to protect personal information on private lap tops / computers.

(JS) proposed that the council agree to purchasing "Chrome Books" for all Cllrs for Council use (AC) seconded and all Cllrs unanimously approved.

18.023 Resolved: The Parish Council approve the purchase of "Chrome Books" for Parish Cllrs use.

Two Cllrs stated that at this stage in the process that they will not require PC "Chromebooks" and suggested that the PC only purchase 4.

(JS) proposed that the council agree to purchasing 4 "Chrome Books" for all Cllrs for Council use (AC) seconded and all Cllrs unanimously approved.

18.024 Resolved: The Parish Council approve the purchase of 4 "Chrome Books" for Parish Cllrs use

9.4. Clerk – Insurance Excess

Insurance excess. The council agreed to pay the Clerk's excess and the clerk to obtain a supporting letter from the police indicating that the vandalism was due to Graham association with the parish council

9.5. External Audit Report

(Clerk) presented to Cllrs the audit report from external auditors Littlejohn LLP and the notice of conclusion of audit. The report stated that there are no issues to highlight. (Clerk) emphasised to Cllrs his concerns relating to this report in future years as the disbanding of sub-committees and any newly adopted procedures fell short of best practice.

(JS) proposed that the external audit finding be approved (SB) seconded and all Cllrs agreed unanimously.

18.025 Resolved: The external audit report from auditors Littlejohn LLP and the notice of conclusion of audit has been presented to and approved by The Parish Council.

10. Representatives Reports

10.1. Police Matters – None

10.2. South Gloucestershire Council – None

10.3. Other Representative Reports – None

11. C/F From July Agenda - GDPR – Review & Approval of Parish Council Policy

Not discussed due to time constraints

12. C/F From July Agenda - Council Risk Assessment Review / Approval 2018/19

Not discussed due to time constraints

13. To consider litter bin refurbishments & Recycling Policy

(AC) informed Cllrs of issues in the parks relating to bin emptying procedures, recycling, dog waste and the necessity to replace bins, withdraw bins and look in depth relating to emptying procedures. (Clerk) emphasised to Cllrs that it would be extremely time consuming to provide three quotations for every combination of litterbin procedures and refurbishments and asked Cllrs for guidance with regard to exactly what to quote for.

14. To approve procedure for Burnt Tunnel

(Clerk) informed Cllrs that no guidance had been given relating to the replacement of the tunnel. The insurance money based upon a quotation for like for like from GB Sport & Leisure had been paid. Previously Cllrs were looking to either directly obtain like for like via the quotation, obtain three quotations for like for like or flatten the earth and not to replace.

Cllrs discussed and instructed Clerk to obtain three quotations for a fire resistant tunnel to replace the damaged one.

PC180917-03: - Obtain three quotations for a fire resistant tunnel to replace the damaged one.

Action to (Clerk)

15. Allotments Entry Footpath

(Clerk) confirmed that he was in receipt of the legal paperwork detailing the allotment lease agreement from Mrs Hawkins and that the solicitor at Star Legal remains the same solicitor that acted for the Council. Details of the access path were on the Allotment lease and appears to be under the jurisdiction of the Parish Council

Cllrs recommended that Clerk obtain Clarification from Stat legal and to contact Mrs Hawkins for a full briefing relating to the sale of the land the access path is located on.

PC180618-04: - Contact Star Legal to obtain clarification of the lease agreement as it relates to the access pavement

Action to (Clerk)

PC180618-05: - Contact Mrs Hawkins for an update relating to the sale of the land.

Action to (Clerk)

16. SGC Consultation - Speed Limits Down Road/ Strode Common

(Clerk) presented final proposals from SGC relating to the changes in the speed limits and the results of the SGC consultation. (JS) proposed that the Parish Council support the changes to the speed limits as described (DM) seconded and all Cllrs unanimously agreed.

18.026 Resolved: The Parish Council supports the SGC proposals to the changes to speed limits as submitted in the consultation document.

17. Staffing Committee

(MF) proposed that the Parish Council adopt a Staffing Committee to oversee all issues relating to Clerk and Staff. (JS) seconded and all Cllrs unanimously agreed. (Clerk) had drafted a terms of reference which had been distributed to all Cllrs. (JS), (DM), (SB), (MF) agreed to sit on the committee.

18.027 Resolved: The formation of Alveston Parish Council staffing committee.

18. Authorisation of Payments

18.1. Payments authorisation 9th July 2018 at signed out of meeting

Details	Chq. no	£
Grounds Maintenance Contract	2933	1,206.00
Room Hire (Jubilee Hall / Bush Room)	2934	51.40
Localism Charges	2935	1322.21
Tax & NI	2936	670.89
Total Payments		£3,250.50

18.2. Payments authorisation out of meeting 16th July 2018.

Details	Chq. no	£
Salary – Inspect / Sweep	2937	211.80
Clerk – Salary & Expense	2938	1278.81
Salary – Cemetery Caretaker	2939	111.64
Travel Expenses (GWR – London)	2940	128.00
Weed Killer – Cemetery / Play Areas	2941	50.00
Total Payments		£1,780.25

18.3. Payments authorisation out of meeting 8th August 2018.

Details	Chq. no	£
Grounds Maintenance Contract	2942	1,170.00
Photocopy and Print	2943	4.20
Cemetery Water	2944	21.24
Litter Bin Empty	2945	69.26
Total Payments		£1,264.70

18.4. Payments authorisation 20th August 2018 (out of meeting)

Details	Chq. no	£
Salary – Inspect / Sweep	2946	212.00
Clerk – Salary & Expense	2947	1271.36
Salary – Cemetery Caretaker	2948	111.84
Internment of Ashes – Plot 87	2949	75.00

Details	Chq. no	£
BB / Line Rental / Calls	2950	185.32
Total Payments		£1,855.52

18.5. Payments to be Authorised

Details	Chq. no	£
Grounds Maintenance Contract	2951	1410.00
Photocopy and Print	2952	30.00
Graffiti Removal	2953	144.00
Room Hire	2954	55.72
Inspect / Bus Shelter Clean	2955	368.55
Clerk – Salary & Expense	2956	1280.09
Salary – Cemetery Caretaker	2957	111.64
Spraying at Cemetery + 2 * Play Areas	2958	75.00
External Audit	2960	360.00
Annual PC Insurance Cover	2961	2379.33
Damage – Insurance Excess	2962	310.00
Total Payments		£6,524.33

18.6. Recent Receipts

Details	Ref.	£
Insurance Claim – Tunnel, Lime Kiln	DCR	5433.10
Bank of Ireland	DCR	7.68
Memorial - Plot 45	2899	40.00
Memorial - Plot 27	2915	40.00
Rent – Allotment Plot 7	2916	28.35
Total Receipts		£5,549.13

18.028 Resolved: That all receipts and payments presented to the PC meeting on 17th September 2018 were accepted.

19. Correspondence

(Clerk) had received a letter from a resident who was concerned about the Defibrillator located at the Cross Hands which can no longer be accessed due to the developer erecting a fence. (SB) informed Cllrs that it had been taken down and stored whilst an alternative location was being looked into. However the cost to take down and relocate is substantial and the defib group does not have the current funds available.

13. Website / Helmet

Not discussed due to time constraints

14. Any Matters the Chair Considers Urgent

Not discussed due to time constraints

Meeting closed at 22.28 pm

**The next Council Meeting is on
Monday October 15th 2018 at the Jubilee Hall**