

**Minutes of the Parish Council Meeting
Held on 20th May 2019 at 7.45pm at the Jubilee Hall.**

Present: - Cllrs Marcus Fry (MF) (Chairman), James Sumner (JS), Anne Curtis (AC), Paul Caddick (PC), Alan Davies (AD), Matthew Riddle (MR), Chris Casey (CC), Peter Waller (PW).

Graham Smith (Clerk)

1. Apologies for Absence

Cllr. Keith Burchell (KB), Adrian Fallows (Police),

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

Peter Waller (Alveston Community Forum), Chris Casey (St Helens School)

5. Minutes from previous meeting.

5.1 Acceptance & signature of minutes for Parish Council Meetings.

(Clerk) requested that due to a period of sick leave that all previous minutes be passed to him signed for filing and audit purposes, including minutes of the Annual Parish Meeting.

6. Review and Recommendations from Committees

6.1. **Planning** (Meeting 15th April & 13th May) – No review or recommendations.

7. Financial Matters

7.1. Finance Report March 2019 & Annual Financial Statement

(JS) commented on the distributed report and that he had reviewed the end year figures and all appeared in order. Cllrs agreed that the finance report for March 2019 appeared in order and no questions were asked.

19.003 Resolved: The financial reports for March 2019 as presented were accepted as accurate.

(JS) commented on the distributed Annual Financial Statement and that he had reviewed this and all appeared in order. (MF) requested that further clarification is required with regard to income and expenditure of the play tunnel against insurance claim.

F190520-01: Provide further clarification in the narrative of the annual statement relating to income and expenditure of the play tunnel against insurance claim.

Action to (Clerk)

8. Representatives Reports

8.1. **Police Matters** – (Clerk) informed Cllrs that Adrian Fallows or any member of the Thornbury beat team was unable to attend due to shift patterns. Cllrs raised concerns that despite contacting police and “101” relating to an incident of ASB where a bin was set fire to in the Cross Hands Play area, this did not appear on the list of criminal activity provided by PCSO Sheryl Drewitt.

F190520-02: Write to Thornbury Police to challenge why bin fire did not appear in summary.

Action to (Clerk)

(AC) commented to the Council that she had been disturbed / upset by the attitude of a police officer when raising the issue relating to local drug abuse and that the police officer commented that they were not willing to tackle the issue.

- 8.2. **South Gloucestershire Council** – (MF) extended a warm welcome to (MR) and looked forward to working within the new structure of the Severn Vale Ward.

(MR) reported that he is maintaining a watchful eye on the contentious planning application at 15 Greenhill. (MR) also referred to being in receipt of many letters from the public relating to the potential demolition of The Alveston House Hotel. (JS) stated that there is a level of confusion over the wording used by SGC relating to their approach to the Planning process, stating that many members of the public are confused by the fact that an application exists allowing (or not allowing) the developer to make an application and this was read by members of the public as “permission to demolish – granted”. (MR) also commented that the building is not listed in any category, which was surprising to him given the level of community involvement in this application.

(MR) mentioned of a planning application relating to a Gospel Hall located at The Street to which (Clerk) informed Cllrs that it would be placed on the agenda for the next planning meeting.

(MR) informed Cllrs that SGC had adopted a new policy on how SGC will deal with traveller encampments on their land, both improving communication and potentially speeding up the time in which notices will be served. The details of which should be brought to the attention of residents to manage expectations when traveller encampments arrive. (MF) requested that a link to this information be uploaded onto the website.

F190520-03: Upload a link to Alveston.org to enable public access to information relating to changes to SGC policy on traveller incursions on SGC land.

Action to (Clerk)

(MR) stated that he was aware of the issues at the Down Road green space and suggested he make investigations into providing a small bung. (Clerk) informed (MR) of the issues relating to buried utilities equipment and the investigations made by the Parish Council over the years to resolve the issue and the conclusions drawn. (AC) raised the idea that the Parish Council would like to investigate into making the Down Road green space into a form of community garden, planting wildflower meadow, providing benches and walking trails amongst the trees and flowers.

(MR) informed Cllrs that a tree had been felled on the Down Road green space due to the discovery of a large and potentially dangerous crack in the trunk. A new tree will be planted in its place.

Cllrs suggested that a Down Road Green Space working group be formed.

- 8.3. **St Helens School**– (CC) reported to the Parish Council that the school is performing well and remains a very enjoyable place to work and learn and that there were two significant developments to report.

The pre-school, which was previously located in the Jubilee Hall had seamlessly transferred to the school site.

St Helens School is soon to enter into a partnership with St Mary’s School in Yate where the Head Mr. Spens, is to become the executive head of both schools with each school appointing a new head to work within a new staffing structure within each school. Much has already been achieved to ensure a smooth transition to this new structure. All this change would have a positive effect on the school budget and where possible the school will promote from within the current structure.

SATS week went well, governors were present to maintain a watch on proceedings. The SATS are mandatory for year groups 2 and 6. Teachers carry out continuous internal assessments on each child and report to governors on a quarterly basis. Next year the school will be looking at the wider curriculum (Geography, History, Maths etc.) as they have been given more scope to develop their own curriculum

Years 4 and 5 have been partaking in litter picks.

A resident artist has catalysed a new look within the school providing exceptionally high quality artwork / décor.

(CC) is pleased to report that St Helen's school remains full and despite this they continue to provide tours for new prospective parents.

- 8.4. **Alveston Community Forum** – see item (9)
- 8.5. **Jubilee Hall** – Discussions were entered into relating to the loss of the primary income source of the Jubilee Hall – the Pre-school and how to ensure the Jubilee Hall remains solvent and remains a community asset for all to use. (JS) proposed that the Parish Council fund the loss of revenue for a period of one year to allow the management committee time without pressure to rethink strategy and develop ideas for alternative revenue streams. (MF) proposed that the Chair of the management committee be invited to a Parish council meeting where time would be set aside to discuss the issue further.
- 8.6. **Youth Centre** – No comments
- 8.7. **Other Representative Reports** – (MF) informed Cllrs that he had contracted SGC to empty the bin located within the Lime Kiln play area and sought Council approval for this and the bin located at the Lime Kiln Field to be added to the list of bins emptied by SGC. (AC) proposed that this should be adopted and (PC) seconded.

19.004 Resolved: Two additional bins located at Lime Kiln to be added to the existing list for SGC bin empty.

F190520-04: Contact SGC to add two Lime Kiln bins to existing Bin Empty agreement.

Action to (MF)

(MF) informed Cllrs that statistics relating to the volume of rubbish entered from each bin is available if requested. (AC) proposed and (JS) seconded that the Parish Council track bin usage.

F190520-05: Contact SGC to arrange rubbish statistics to be forwarded to (Clerk) when available.

Action to (MF)

9. Presentation by Community Forum

Repair Cafe – Peter Waller

(PW) presented a detailed proposal to the Parish Council for introducing a “repair café” to be ran and operated by the Community Forum. He introduced the idea and how it was being ran successfully in other locations. A rundown of costs was analysed and (PW) suggested that funding could be obtained from “Ecotricity” and / or failing that he would be requesting for funding assistance from the Parish Council. (Cllrs) raised concerns relating to insurance and Health & Safety obligations to which (PW) stated that all investigations will be made with insurers, other operators relating to Health and Safety and due diligence would be followed.

10. Authorisation DD Payments for year (Cemetery & Pension).

(Clerk) requested that Cllrs approve the regular monthly direct debit payments for the 2019/20 year. This being £45 per month for the AXA administration charge for the (Clerk) pension and £77 per month to SGC for Cemetery Rates. (JS) proposed that these be adopted (PC) seconded and all Cllrs agreed.

19.005 Resolved: Monthly Direct Debit payments for 2019/20 are approved.

11. Bank Current Account (Mandate Form)

(Clerk) informed Cllrs that due to the recent election and the changes to Councillors that a new bank mandate form is required. (Clerk) found it very difficult to both contact and obtain Bank of Ireland mandate forms online. He advised that now be an appropriate time for Cllrs to consider changing Bank Accounts to also allow electronic payments and recommended that Cllrs consider Unity Trust Bank as his experience of this organisation in his role as RFO in Thornbury was

favourable. (AC) raised concerns relating to compensation limits and requested that (Clerk) investigate. (Clerk) advised that a new mandate should be completed and in place prior to the audit process taking place.

F190520-06: Investigate Bank of Ireland & government compensation scheme.

Action to (Clerk)

12. Annual Parish Meeting Review

Annual Parish Meeting minutes were not completed.

13. Authorisation of Payments

13.1. Payments authorisation 8th May 2019 (out of meeting by Marcus Fry & James Sumner)

Details	Chq. no	£
Grounds Maintenance Contract	3044	1170.00
Photocopy & Print	3045	33.00
Allotment Supply	3046	68.95
Jubilee Field Supply	3047	19.49
Total Payments		£1,291.44

13.2. Payments authorised by Cllrs James Sumner & Paul Caddick

Details	Chq. no	£
Salary – Inspect / Sweep	3048	228.70
Clerk – Salary & Expense	3049	1235.86
Salary – Cemetery Caretaker	3050	117.21
Line Rental /BB / Calls	3051	241.76
Inter Ashes - Vizard	3052	80.00
Annual Subscription	3053	36.00
Total Payments		£1,939.53

13.3. Recent Receipts

Details	Ref.	£
Interest received	DCR	6.76
Total Receipts		£6.76

19.006 Resolved: That all receipts and payments presented to the PC meeting on 21st May 2018 were accepted.

14. Correspondence

(Clerk) read an email from a resident requesting that the Parish Council approve the placing of a memorial plaque under a tree within the cemetery grounds. (Clerk) confirmed that this is suitable and Cllrs agreed.

(Clerk) relayed a letter from Kate Driver (Cemetery Caretaker) requesting maternity leave. Clerk confirmed that Bryan Painter and himself will complete cemetery duties in her absence.

15. Website / Helmet

Include the new SGC information on Traveller Incursions onto the Alveston.org website.

14. Any Matters the Chair Considers Urgent
None

Meeting closed at 21.45 pm

**The next Council Meeting is on
Monday June 17th 2019 at the Jubilee Hall**