

**Minutes of the Parish Council Meeting  
Held on 17<sup>th</sup> June 2019 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Marcus Fry (MF) (Chairman), James Sumner (JS), Anne Curtis (AC), Paul Caddick (PC), Alan Davies (AD), Marion Reeve (MR), Keith Burchell (KB) (SGC).

Graham Smith (Clerk)

**1. Apologies for Absence**

Cllr. Matthew Riddle (MR), Chris Casey (CC), Adrian Fallows (Police),

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

None

**5. Minutes from previous meeting.**

5.1 Acceptance & signature of minutes for Parish Council Meetings.

**19.007 Resolved:** The minutes of the Parish Council meetings held on Monday 20<sup>th</sup> May 2019 were accepted and signed by the chairman.

**6. Councillor Co-option**

(Clerk) informed Cllrs that he had received a formal application/request from Ms Marion Reeve (MR) to be considered for co-option on to the Council as a Parish Councillor. (MR) gave a presentation informing Cllrs of why she wished to be co-opted and experience. Cllrs asked questions and Cllr (KB) (SGC) endorsed her commitment toward the role. (Clerk) presented ballot papers and Cllrs voted with a unanimous return for co-option.

**19.008 Resolved:** The Parish Council councillors co-opt Marion Reeve as Parish Councillor.

**7. Council Policy Documents, (meetings & actions – Legal Process**

(Clerk) informed Councillors of the legal responsibilities of the Parish Council to annually review policy documents. The Standing Orders are due for review as priority due to a new committee (staffing) had been formed.

(Clerk) requested that delegated actions be made clear to (clerk) by councillors at the specific point in the meeting and that all councillors agree with the action to be adopted.

**F190617-01:** Prepare Standing Orders for review by Parish Council for next meeting providing as much notice for review as possible.

**Action to (Clerk)**

**F190617-02:** Set a schedule for Parish Council review of council policy documents

**Action to (Clerk)**

**8. Review and Recommendations from Committees**

8.1. **Planning** (Meeting 3<sup>rd</sup> June & 17<sup>th</sup> June) – (AC) reviewed Planning meeting minutes.

**9. Financial Matters**

9.1. Finance Report s April / May 2019

(JS) stated that the distributed report had been reviewed and all was in order but required explanation of pension detail against budget as suggested by (Clerk).

**19.009 Resolved:** The financial reports for April / May 2019 as presented were accepted as accurate.

**F190617-03:** Meet with (JS) to explain the discrepancy against budget and set action dates for journal transfer on RBS.

**Action to (Clerk)**

9.2. Council Insurance arrangements for repair Café

(Clerk) briefed Cllrs of progress to date relating to insurance arrangements relating to the Community Forum proposed "Repair Café". The insurance broker requested a list of volunteers for the "high risk" services (electrics) and their relevant qualifications. (Clerk) had progressed this action and will give feedback to the Chair of the Community Forum.

9.3. Approval of Finance for Repair Café

Cllrs agreed to review Parish Council financial contribution once the insurance position had been confirmed.

**F190617-04:** Continue to gather information and obtain a quotation for council financial commitment for uptake on premiums resulting from the introduction of an Alveston Repair Café.

**Action to (Clerk)**

9.4. Council Current Account & Mandate

(Clerk) informed Cllrs that he had received verbal confirmation from Unity Trust bank that the government compensation scheme covered each bank account. (AC) felt uncomfortable that this important matter was confirmed by a verbal communication and requested that (Clerk) obtain a written confirmation from Unity Trust Bank.

**F190617-05:** Obtain written confirmation from Unity Trust Bank that the government compensation scheme covers each bank account and NOT all holdings within one bank.

**Action to (Clerk)**

9.5. AED Grant

(MF) raised that the grant offered to Defibrillator of £1,000 at 2018 Grant Aid is still outstanding for payment and is currently seeking the best way forward with this commitment. Discussions are taking place to find the best way the Parish Council can offer support and will report back in the July meeting.

## 10. Representatives Reports

10.1. **Police Matters** – (Clerk) informed Cllrs that Adrian Fallows or any member of the Thornbury beat team was unable to attend due to officers being on day shift. (MF) confirmed the results of action "F190520-02" that Police had on their records the report of the fire within the bin at the Cross Hands Play area but had not placed this on their distributed information list.

10.2. **South Gloucestershire Council**

(KB) informed Cllrs: -

10.2.1. The current SGC website is inadequate for the process of public communication relating to traveller encampments within the district and have currently 8 IT professionals working to reach a satisfactory standard.

10.2.2. The Parish Council requested confirmation re - the Community Forum's thoughts in increasing amenity visually on the SC Down Road space. Councillors asked (KB) to provide clarity that SGC would still maintain ownership on encampments of the forum improved amenity. (KB) would clarify the situation prior to commencement of plans.

10.2.3. That Matthew Riddle and he had been to visit Courville Close and consult with residents relating to issues of congested parking and risks relating to over parking. Rob Wiltshire from South Glos Council attended and agreed to mark white lines in the area of concern. The lines are not mandatory or forcible by law but are for advice only.

- 10.2.4. That he had checked details relating to the Environmental link Group and confirmed that the group had disbanded in 2013.

(KB) proposed that planning officers are willing to attend a meeting in conjunction with Almondsbury Parish Council to clarify the planning process when considering applications. (KB) requested confirmation from Cllrs that the Parish Council would be willing to support such an initiative prior to proceeding. Cllrs confirmed that they would be willing to participate.

Agenda item "13" was brought forward due to (KB) time constraints.

(13. Working Approach with Councils in the Severn Ward)

(MF) suggested to (KB) that a network meeting be arranged with the five other councils within the Severn Vale Ward in order to meet other councillors, compare working practices and look to adopt a strategy toward working together in the future. (KB) agreed that this is a good initiative and would look to discussing the ideas with the other Parish Councils.

- 10.3. **St Helens School**– Clerk informed Cllrs that (CC) apologised for absence as she was unable to attend due to holiday commitments but requested that (Clerk) forward the following comments : -

The partnership with St Mary's has commenced and Kelvin Chappell (previously joint deputy head at St Helen's) has been appointed Head of School at St Helen's. The transition has appeared seamless. Governor's had their first Strategic Working Group meeting with Kelvin this Friday which was very well organised. Currently Andy Spens is at St Helen's every afternoon and St Mary's in the mornings.

Reception will be full for next September which is good news as funding for all primary schools in South Glos is going to be extremely tight next academic year.

(CC) will try to attend July's meeting to present a 'round up' on the year and a heads up on any developments for next year.

(AD) informed Cllrs that he and (MF) had attended the St Helens School fair and found the visit enlightening and was pleased to inform councillors that the school presented a professional teaching environment and admirable parental involvement. (MF) added that the visit was an effective way for the Parish Council to reach out to community groups and residents alike. It was unfortunate that they received reports of further ASB (broken glass bottles in the Car Park).

- 10.4. **Alveston Community Forum** – None

- 10.5. **Jubilee Hall** – Councillors requested that the Chair of the Jubilee Hall Management Committee attend the next Parish Council meeting and asked (Clerk) to place this as an agenda item.

**F190617-06:** Invite Michael Casey to the Parish Council Meeting of 15<sup>th</sup> July 2019.

**Action to (MF)**

**F190617-07:** Add Michael Casey to the agenda of the Parish Council Meeting of 15<sup>th</sup> July 2019.

**Action to (Clerk)**

- 10.6. **Youth Centre** – No comments

- 10.7. **Other Council Responsibilities**  
**Playing Fields and Open Spaces**

- 10.7.1. **Agree a location to place the damaged bench.**

Councillors agreed that (AD) and (Clerk) should meet together to discuss and present at next meeting.

**F190617-08:** Meet (AD) to agree new location for repaired (damaged) bench.

**Action to (Clerk)**

(PC) raised concerns relating to the damaged / weathered bench at Underwood Close stating that it had now become a hazard. (Clerk) informed (PC) and Councillors that this was not one of the Parish benches and responsibility lies with SGC but would however inspect and inform SGC.

**F190617-09:** Inspect and inform SGC of the deteriorating condition of the bench located at Underwood Close.

**Action to (Clerk)**

10.7.2. Disposal of autumn leaves in Lime Kiln Play Area.

It had been brought to the attention of the Council by (AD) that the leaves swept up in autumn were "tipped" over the fence and allowed to build up. (AD) had concerns that this could become a fire risk in the summer. (Clerk) informed Cllrs that this had been inspected by himself in association with Prestige Grounds and found that just under the surface that the leaves had mulched down however, agreed that they were an eyesore. (Clerk) had asked for a quote from Prestige grounds to remove the overgrown area which surrounds the leaves and lay to grass. This would not be able to be done until autumn and a quote would be ready prior to that. (AD) suggested that a receptacle be available to contain the leaves prior to empty and suggested a green wheelie bin. (Clerk) stated that this would be done as autumn approaches.

(AD) proposed that a green bin be obtained from SGC to accommodate fallen leaves (AC) second and all Cllrs agreed.

**19.010 Resolved:** A green bin be located in the Lime Kiln Play area to store swept leaves in the autumn / winter.

**F190617-10:** Obtain a green bin container from SGC to store swept leaves for autumn winter usage.

**Action to (Clerk)**

10.7.3. Council approach to monthly inspections

Although it is not mandatory or required by the council insurers for monthly inspections to be undertaken by a qualified inspector (MF) asked Cllrs if any were prepared to undertake a training course. (Clerk) expressed concern that this is part of his remit and would look to secure a placement on a course if the council felt it necessary to have an informed person to carry out the inspections.

**F190617-11:** look to attending a play area inspection course.

**Action to (Clerk)**

10.7.4. Update the council of annual inspection report for play equipment

(Clerk) reminded Cllrs that he was on sick leave for six months and priorities were set to achieve a timely audit therefore had not looked at let alone analysed the ROSPA inspection reports (JS) requested that (Clerk) look to analysing the work to be done when possible and reporting progress back to the council.

**F190617-12:** Analyse and allocate priorities for remedial action required to fulfil the actions highlighted on the ROSPA inspection reports 2018.

**Action to (Clerk)**

10.7.5. To approve strategy, timescales & process for Hedge Trimming

(MF) requested that (Clerk) obtain quotations for trimming the hedge bordering Greenhill from the corner of the play area to the Gloucester Rd. Councillors agreed that the quotation should be for the lopping of thicker branches not flailing the hedge in order to maintain the health of the hedge and ensure it is not put at risk.

**F190617-13:** Obtain quotations for autumnal hedgework from the corner of the lime Kiln play area to the Gloucester Rd (A38).

**Action to (Clerk)**

10.7.6. Play Tunnel

The play tunnel had been installed landscaped and is now fully functional.

10.7.7. Tree Inspection review (Circulated) for approval of actions

Due to sick leave (Clerk) informed councillors that he had been unable to obtain quotations or action the recommendations highlighted in the tree inspection survey. Councillors requested that Clerk obtain quotations for work to be done and prioritise. (Clerk emphasised that this would not be for work to clear the trees of the power lines as this falls within the remit of Western Power Distribution). (Clerk) informed councillors that WPD had sent a subcontractor to meet with (Clerk) to discuss work access etc. however; no progress has been forthcoming from WPD.

(JS) proposed and (AC) second that works on trees be progressed.

**19.011 Resolved:** Remedial work highlighted in tree survey be attended to.

**F190617-14:** Obtain quotations for works for remedial action to trees as depicted in the commissioned Tree Survey Oct 2018.

**Action to (Clerk)**

**F190617-15:** Follow up with Western Power Distribution progress for clearing branches off power lines.

**Action to (Clerk)**

10.7.8. Value of Down Road Green Space  
Was not discussed.

**Footpaths & Allotments.**

10.7.9. (PC) informed councillors that he had attended the meeting of the Allotment Association and informed Cllrs that a new temporary secretary had been appointed who would liaise with (Clerk) in order to update lists. (PC) highlighted concerns on behalf of the allotment association with regard to Health and Safety when using association equipment and the association agreed to issue a disclaimer for signing before any allotment holder could use the association equipment. Councillors believed that this may not be adequate and asked (Clerk) to look into insurance cover on behalf of the allotment association when allowing the use of their equipment to the allotment holders.

**F190617-15:** Enquire with insurance broker whether cover would be granted to the Parish Council and the associated cost.

**Action to (Clerk)**

(PC) also briefed councillors in other matters arising from the Alveston Allotment Association meeting detailing locking of sheds, wheel barrows and the installation of a first aid box on site.

## 11. Internal Audit – Review & Approval

(Clerk) displayed the full internal audit report on screen for councillors to review. (This item had not been circulated with the agendas due to the fact that it had only been signed off by South Glos. Council Internal Audit that morning). All Cllrs agreed with the points raised in the audit report and resolved to ensure that the actions were followed up over the course of the year. (JS) asked for his concerns relating to the wording in the report that (4). Key Risks (item 2) that “Meetings are not always quorate” be raised. He emphasised the fact that meetings did not go ahead if they were not quorate and there was ambiguity in the phrase.

(JS) proposed that the South Glos. Council (SGC) internal audit report be accepted, (MF) seconded and all councillors agreed.

**19.012 Resolved:** The Parish Council acknowledges the SGC Internal Audit report.

## 12. Approval of Annual Governance Statement and Accountability Return for submission to external audit.

(Clerk) had circulated prior to the agenda packs being issued the Littlejohn external audit document (AGAR) and requested that councillors are aware of the process and the items for consideration. (Clerk) placed Section 1 – Annual Governance Statement on screen for Cllrs to discuss and agree. Cllrs agreed to tick “yes” in all boxes with the exception of item 9 which is not applicable. (JS) proposed and (MF) seconded and all councillors agreed that the information submitted is a true and proper account of the system of internal control.

**19.013 Resolved:** The Parish Council approve the 2018/19 annual governance statement.

(Clerk) displayed the figures submitted in section 2 - Accounting Statement on screen. (JS) cross checked these with figures generated and previously submitted to councillors through the RBS accounting system and informed councillors that all figures agree. (JS) proposed that figures to be submitted to Littlejohn (external auditor) are approved. (AD) seconded and all councillors agreed.

**19.014 Resolved:** The Parish Council approve the 2018/19 accounting statement.

## 13. Working Approach with Councils in the Severn Ward

Item moved to “Representative Reports” - 10.2

**14. Training Approach – Re Chairman & Councillors**

(MF) identified potential training needs for councillors and himself. (Clerk) confirmed that places had been allocated on two training courses; three councillors to attend “ Be A Good Councillor” course on 27 June (Alan Davies, Anne Curtis and Marion Reeve) and two councillors on the “Planning in Plain English” course on 16 July (Anne Curtis and Alan Davies). These courses are organised via Thornbury Town Council at the Thornbury Town Hall, both courses commencing at 7.00PM.

**15. South Gloucestershire Council Bus Stop Consultation and Response.**

(Clerk) stated that information relating to this SGC consultation had been distributed prior to the distribution of the agenda packs. Councillors considered the consultation (MF) proposed that the Parish Council agreed to the proposals set out by SGC in the consultation document, (AC) seconded and all councillors agreed.

**19.015 Resolved:** The Parish Council support SGC in the proposal as highlighted in the consultation document.

**F190617-16:** Submit Parish Council response to SGC consultation.

**Action to (Clerk)**

**16. Authorisation of Payments**

## 16.1. Payments authorisation 3rd June 2019 (out of meeting by Marcus Fry &amp; James Sumner)

Details	Chq. no	£
Grounds Maintenance Contract	3054	1170.00
Photocopy & Print	3055	33.00
Annual Year End & Closure of year	3056	330.00
Localism Services	3057	1416.06
Bin Empty	3058	71.14
Room Hire	3059	119.75
Total Payments		£3,139.95

## 16.2. Payments authorised by Cllrs James Sumner &amp; Paul Caddick

Details	Chq. no	£
Salary – Inspect / Sweep	3060	392.95
Clerk – Salary & Expense	3061	1316.91
Salary – Cemetery Caretaker	3062	117.01
Total Payments		£1,826.87

## 16.3. Recent Receipts

Details	Ref.	£
Interest received	DCR	6.03
Precept	DCR	27424.00
CIL Payment	DCR	5745.64
Deed of Grant	DCR	283.00
Total Receipts		£33,458.67

**19.016 Resolved:** That all receipts and payments presented to the PC meeting on 17<sup>th</sup> June 2019 were accepted.

**17. Correspondence**

None

**18. Website / Helmet**

(JS) requested that (Clerk) update councillor information on the website.

**F190617-17:** Update councillor information on the website

**Action to (Clerk)**

(AD) agreed to write an article for the Helmet informing readers of his experiences as a new councillor within the parish.

**F190617-18:** Write an article for the Helmet informing readers of his experiences as a new councillor within the parish.

**Action to (AD)**

(Clerk) stated that councillors should begin to consider reviewing the website.

**14. Any Matters the Chair Considers Urgent**

None

Meeting closed at 21.51 pm

**The next Council Meeting is on  
Monday July 15<sup>th</sup> 2019 at the Jubilee Hall**