

**Minutes of the Parish Council Meeting  
Held on 15<sup>th</sup> July 2019 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Marcus Fry (MF) (Chairman), James Sumner (JS), Anne Curtis (AC), Marion Reeve (MRV), Cllr. Matthew Riddle (MR), Chris Casey (CC), PC Paula Manos (Police),

Graham Smith (Clerk)

**1. Apologies for Absence**

Paul Caddick (PC), Alan Davies (AD), Keith Burchell (KB) (SGC).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

23 members of the public were present at the meeting.

One member of public expressed concern relating to titles of Emails (items of reference for meeting) visible on screen and declared that this was in breach of Data Protection laws.

Two members of public were in attendance to discuss allotment issues.

One member of the public was present to raise concerns relating to timescales of hedge cutting.

One member of the public was present to discuss funding relating to the community defibrillators.

19 members of public were in attendance to discuss Down Rd, Green Space and traveller incursions.

(Chair) allowed the opportunity for individuals to speak: - .

Concerns were raised relating to the time taken to add deterrents on the Down Rd Green Space, the cleaning of the park after travellers have departed, and the danger facing residents from ASB.

(Chair) requested that the following actions be taken.

**F190715-01:** To set up and nominate participants for a working group to undertake the process of delivery of strategy for the Down Road Green Space.

**Action to (MR & MF)**

**F190715-02:** Obtain research into cleaning Cross Hands Park with a professional BIO clean, as opposed to standard cleaning procedures from SGC Street Care and produce Risk assessment accordingly.

**Action to (Clerk)**

An explanation was required relating to the delay in cutting back the hedge on Greenhill to fence height to deter ASB.

(Clerk) explained that the delay was due to a prolonged period of sickness absence (six months) and that there is a specific period of time when hedges cannot be cut due to nesting birds.

Disagreement ensued as to when the contactor is able to cut back the hedge and (Clerk) agreed to obtain definitive dates.

**F190715-03:** Obtain confirmation of lawful dates for hedge trimming.

**Action to (Clerk)**

## 5. Value of Down Road Green Space / Travellers

This item was discussed in conjunction with public participation and actions delegated accordingly.

## 6. Minutes from previous meeting

6.1 Acceptance & signature of minutes for Parish Council Meetings.

**19.017 Resolved:** The minutes of the Parish Council meetings held on Monday 17<sup>th</sup> June 2019 were accepted and signed by the chairman.

## 7. Review and Recommendations from Planning Committee

(Meeting – 17<sup>th</sup> June & 1<sup>st</sup> July) Cllr Anne Curtis reported on the meetings as detailed within the Planning meeting minutes.

## 8. Financial Matters

8.1. Finance Report June 2019

(JS) stated that the distributed report had been reviewed and all was in order.

**19.020 Resolved:** The financial report for June 2019 as presented were accepted as accurate.

(Clerk) confirmed with councillors that the Government Compensation Scheme for account balances was per bank NOT per account as originally advised.

## 9. Representatives Reports

9.1. **Police Matters** – PC Paula Manos was in attendance representing the Thornbury police beat team. One reported burglary, one of criminal damage and two (Section 5) public order offences had been reported as activity within the Parish in June.

Councillors were informed to be aware of a scam occurring locally relating to domestic outdoor and free standing post boxes where offenders would steal identity of owners and apply for loans and intercept the post box when required.

9.2. **South Gloucestershire Council**

(MR) informed Cllrs: -

A meeting to discuss the way forward with SGC StreetCare and Property Service had been arranged at the Down on Tuesday 16<sup>th</sup> July at 8.00AM and invited (MF) and (AC) to attend and one member from the public.

Planning application P19/5000/O had been called in and a site visit will take place on 26<sup>th</sup> July at 10.15AM. The case officer had recommended approval with a number of conditions.

(JS) requested that (MR) call in application P19/3784/F once the approval is issued based upon concerns from residents that the decision should be further discussed.

(MR) informed Councillors that he had made an application to English Heritage to “List” the Alveston House Hotel, however more information was needed with regard to its historical significance. Councillors suggested that (MR) and the Alveston history Society discuss this in further detail.

Residents had made contact relating to a green “charity” clothing box located at the Parade car park.

(MR) recommended that Councillors examine the detail of the SGC “Resource & Waste Strategy” consultation which has a closing date of 27<sup>th</sup> September. (MF) requested that (Clerk) place this on the agenda for discussion and submission in the September Parish Council meeting.

**F190715-06** Place on the September meeting agenda SGC “Resource & Waste Strategy” consultation.

**Action to (Clerk)**

- 9.3. **St Helens School**– (CC) introduced herself as Community Governor for St Helens School.to the public and new councillor (MRV), (CC) informed Councillors that there was exceptionally good news relating to exam results throughout the school. The mathematics results were outstanding being well above the national average (Nat. average 78%, school result 98%). Also 90% of children passed the phonics test.

(CC) confirmed that the school has placed on its agenda to encourage more community involvement.

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

- 9.5. **Jubilee Hall** – Councillors raised concern relating to the condition of bushes surrounding the Jubilee Hall car park. (Clerk) informed councillors that the Council terminated their lease of the Jubilee Hall car park several years ago and was therefore not their responsibility however, stated that the Council had committed to assist the Jubilee Hall Management Committee with issues as they arose. Councillors agreed to request that Prestige grounds examine the issues and (clerk) to report back with progress / recommendations.

**F190715-07:** Review condition of bushes at the Jubilee Hall car park and report recommendations to Council at the September meeting.

**Action to (Clerk)**

- 9.6. **Youth Centre** – None

- 9.7. **Other Council Responsibilities**  
**Footpaths & Allotments (PC)**  
No report given

**Playing Fields and Open Spaces (AC)**

- 9.7.1. **ROSPA inspection feedback.**

(AC) informed councillors that there were no major issues on the ROSPA inspection however, suggested that (Clerk) obtain information and cost of repairing the trip hazards on the safer surfaces as a result of shrinkage due to heat.

**F190715-08:** Contact GB Sport and Leisure to book an examination of safer surfaces.

**Action to (Clerk)**

- 9.7.2. **Goal Posts.**

(AC) proposed that council should consider replacing all sets of goal posts and requested that (Clerk) look into this during the summer.

**F190715-09:** Research the cost of replacement goal posts.

**Action to (Clerk)**

- 9.7.3. **Fence Posts that surround the Cross Hands Play Area & Protruding Posts**

(Clerk) presented to Cllrs a movie demonstrating how unstable a stretch of fence had become which surrounds the play area. A quotation of £550 had been obtained to repair and Cllrs requested that (Clerk) investigate how competitive it is.

**F190715-10:** Endeavour to obtain further quotes for a stretch of fence surrounding the Cross Hands play area.

**Action to (Clerk)**

(AC) informed Cllrs that (Clerk) had obtained quotations for the cost of replacing the vandalised park bench and its relocation. (Clerk) informed Cllrs that he had met with (AD) and had opted for re-installing the bench at the grass area outside the Jubilee Hall changing rooms. (£280).

(AC) informed Cllrs that it had been highlighted to the council that two metal trip hazards which are embedded into the grass surface should be removed immediately and that (Clerk) had obtained a quote for the job to be done (£90).

(AC) proposed that these two items of expenditure be approved (JS) seconded and all Cllrs agreed.

**19.021 Resolved:** Council approve two items of expenditure for re-installation of bench and removal of hazards (£370).

## 10. Dis-used allotment plot

(Chair) moved this item further up the agenda for discussion as it involved two members of the public. AAA (Alveston Allotment Association) had informed (Clerk) of a disused allotment whereby (Clerk) had advised allotment holder (several weeks earlier) to make good the allotment prior to this meeting as Councillors will discuss termination due to breach of agreement. (Clerk) had invited the plot holder to attend the meeting to make representation.

Councillors were shown several photographs of the plot that were taken on 15<sup>th</sup> July 2019.

The plot holder gave reasons why the plot had deteriorated.

AAA informed the Councillors the reasons why the plot could not remain in the current condition as it would be detrimental to the other plot holders in the future (mainly due to appearance and unwanted weed seeds spreading to neighbouring allotments).

(Clerk) informed councillors that should the council evict the holder from the plot that they could also charge for removing of overgrowth and making good for the next incumbent. The (AAA) representative stated that (AAA) could make good the allotment or to provide assistance to the next incumbent.

(JS) stated that the council sympathises with reasons why the plot holder was unable to fulfil the obligations of the agreement and would welcome a reapplication when the circumstances improve but currently (JS) proposed that the Council give notice to the plot holder that the agreement be terminated and one month notice of the termination be served. (AC) seconded and all councillors agreed.

**19.018 Resolved:** The Parish Council serve notice to terminate contract due to breaches in agreement under section: - 3, 17, 22.2

**F190715-04:** Prepare and present termination letter for allotment plot to plot holder.

*Action to (Clerk)*

(AC) proposed that as (AAA) were prepared to assist the new incumbent to re-instate the allotment plot that no charge would be presented by the Parish Council in respect of this. (MR) seconded and all Cllrs agreed.

**19.019 Resolved:** The Parish Council will not charge the plot holder for returning the plot to a useable condition for the next incumbent.

## 11. Approval of Hedge Trimming Quotations

(Clerk) presented three quotations for the trimming back of hedge (without flail) to fence height for the hedge that borders from the Lime Kiln play park to Gloucester Rd / Greenhill Rd. (Clerk) confirmed to councillors that he had met each supplier on site to explain requirement including issues with school parking and Greenhill Road traffic. This was presented to all suppliers as part of the same process.

(JS) proposed that the council adopt the cheapest quotation. (MRV) seconded and all Councillors agreed.

**19.022 Resolved:** The Parish Council appoint Olddown Tree Services to cut the hedge to fence height between Lime Kiln Children's play area to the corner of Greenhill A38.

## 12. Audit Contract

(Clerk) had distributed SGC Audit Contract with agenda packs. (Clerk) advised councillors that SGC Audit had increased the time spent on audit from one day to two and as a consequence in future years the internal audit will be approximately double the cost. He confirmed that SGC perform the internal audit to the required standard. (JS) had examined the contact and proposed that this be renewed (AC) seconded and all councillors agreed.

**19.023 Resolved:** The audit contract between South Gloucestershire Council Audit and the Parish Council be renewed for a further three years.

### 13. Annual review and approval of Council Standing Orders

(Clerk) had distributed the revised Council Standing Orders (amendment: public access to staffing committee) with agenda packs. (JS) proposed that the reference to Finance Committee (Item 15) be amended to reflect the changes within the Parish Council structure and to adopt the revised Standing Orders. (AC) seconded and all Cllrs agreed.

**19.024 Resolved:** The revised Parish Council Standing Orders are adopted.

### 14. AED Defibrillator Grant

This item was moved further up the agenda due to a member of public being present. (MF) informed Cllrs that a grant of £1000 had been awarded (but not issued) toward the cost of relocating the Cross Hands Defibrillator. It had however, been relocated to the Cricket Club and the payment was not required for this purpose. The defibrillator group has requested assistance toward the ongoing cost of running the defibrillators on a year on year basis and stated that many defibrillators are wholly owned and ran by Parish Councils. (Clerk) confirmed this but informed Councillors that they cannot pay invoices that are presented to the defibrillator group but can on an ongoing basis award grants to the group to assist with the annual running costs of the defibrillators.

(AC) proposed that Councillors take an action to examine the best way to financially support the annual running cost of the parishes defibrillators. (JS) seconded and all agreed.

**F190715-05:** Examine best practice for assisting to finance the running costs of the two defibrillators within the parish.

**Action to (Council)**

### 15. Authorisation of Payments

15.1. Payments authorisation 1st July 2019 (out of meeting by Anne Curtis & Paul Caddick)

Details	Chq. no	£
Grounds Maintenance Contract	3063	1170.00
Audit Services	3064	282.00
Photocopy & Print	3065	33.00
Weed Spray Paths & Drive - Cemetery	3066	75.00
HP Chromebook 14 FHD	3067	265.39
Chromebook Case	3067	10.79
Total Payments		£1,836.18

15.2. Payments authorised by Cllrs James Sumner & Paul Caddick

Details	Chq. no	£
Salary – Inspect / Sweep	3068	228.90
Clerk – Salary & Expense	3069	1401.76
Salary – Cemetery Caretaker	3070	117.21
Training – Playground Inspection	3071	180.00
Total Payments		£1,927.87

15.3. Recent Receipts

Details	Ref.	£
VAT Return Oct 18 – Mar 19	DCR	3447.47
Pitch Hire 2018/19 Season	DCR	379.50
Total Receipts		£3,826.97

**19.025 Resolved:** That all receipts and payments presented to the PC meeting on 15<sup>th</sup> July 2019 were accepted.

**16. Correspondence**

None

**17. Website / Helmet**

(JS) requested that a full review of the website be discussed and approved at the next Parish Council meeting.

**F190715-11:** Investigate the future strategy relating to the Parish Council website.

**Action to (JS & Clerk)**

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

None

Meeting closed at 21.46 pm

**The next Council Meeting is on  
Monday September 16<sup>th</sup> 2019 at the Jubilee Hall**