

**Minutes of the Parish Council Meeting  
Held on 16<sup>th</sup> September 2019 at 7.30pm at the Jubilee Hall.**

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

Graham Smith (Clerk)

**1. Apologies for Absence**

Chris Casey (CC), PC Adrian Fallows (Police).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Three members of the public were in attendance.

**5. Co-option of New Councillor**

Mr John Graham gave a 5 minute presentation to Cllrs upon completion public were requested to leave the meeting while Cllrs discussed the application. A vote was cast and Cllrs unanimously agreed to appoint Mr John Graham as a Cllr for the Parish Council

**6. Minutes from previous meeting**

- 6.1 Acceptance & signature of minutes for Parish Council Meetings. (MF) requested that responsibility for action (F190715-11) be transferred from Council to (Clerk).

**F190916-01** Examine best practice for assisting the running costs of the two defibrillators within the Parish.

**Action to (Clerk)**

**19.026 Resolved:** The minutes of the Parish Council meetings held on Monday 15<sup>th</sup> July 2019 were accepted and signed by the chairman.

**7. Review and Recommendations from Planning Committee**

- 7.1. (Meeting – 15<sup>th</sup> July & 2<sup>nd</sup> September) Cllr Anne Curtis reported on the meetings as detailed within the Planning meeting minutes.

- 7.2. Bromford Development Quarry Mead

(Clerk) presented detailed plans of the development and informed Cllrs that he had attended a consultation event at Haddrell Court. This is a development of affordable housing, (Clerk) explained Bromfords' commitment to parking for their existing customers by increasing their capacity at Haddrell Court and ensuring the development has the recommended allowance of parking spaces for each property. (Clerk) emphasised that Cllrs should treat the application which is to be presented to SGC Planning separately from the issue of parking at Quarry Rd.

(AC) requested that (KB) investigate the issue of parking at Quarry Rd and be brought up to speed with the historical problems in the area and suggested that a sub-group be set up with (KB) with the purpose of consultation and searching for solutions. (MRV) agreed to lead.

**F190916-03** To investigate within SGC the historical issues and residents concerns relating to over parking in Quarry Road.

**Action to (KB)**

**F190916-04** Establish a sub group to consult and search for solutions relating to over parking in Quarry Road.

**Action to (MRV)**

**7.3. Street Naming – Cross Hands Development**

(Cllrs) agreed that the name presented by SGC for the naming of the new development (Chapel View) was not appropriate, nor was there a view of the Chapel. Cllrs unanimously agreed that the long term historical community benefit of the Cross Hands pub should be retained and opted to name the new development as “Cross Hands Close”. (Clerk) informed Cllrs that he had passed this on to SGC “Street Naming & Numbering” and was endorsed by (MR).

**8. Financial Matters****8.1. Finance Report July & Aug 2019**

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

**19.027 Resolved:** The financial reports for July and August 2019 as presented were accepted as accurate.

**9. Representatives Reports****9.1. Police Matters – Cllrs accepted Police Reports as forwarded by PC Adrian Fallows****9.2. South Gloucestershire Council**

(KB) informed Cllrs that the Joint Spatial Plan (the SGC plan for infrastructure for roads and housing) had been rejected.

**9.3. St Helens School–**

(Clerk) reported on behalf of (CC) that the school will receive a visit from Ofsted sometime during this coming academic year. This is because the school was rated as “good +” at its last inspection, thus Ofsted will assess whether an improvement to “outstanding” has been made. The school is in a very good place at the moment and results in terms of progress and achievement were exceptionally good last year. The Ofsted framework however, has recently changed its focus and is very difficult to achieve this top grade. The Governing Board has two Co-Chairs, Neil Martin and Anne Straw.

**9.4. Alveston Community Forum****9.4.1. Greenhill Road Telephone Box**

Peter Waller – Chair of the Community Forum informed Cllrs that he had engaged members of the Community Forum to set up a working group for options for the use of the telephone box at the Parade, Greenhill Road. The group returned with the most favourable option of establishing a community book borrowing / library from the box. Mr Waller informed Cllrs that the Community Forum would allocate an individual with responsibility for the box and would ensure that it was maintained and kept in good condition

(AC) proposed that the Parish Council adopt the box (MRV) seconded and all Cllrs unanimously agreed.

**19.029 Resolved:** The Parish Council adopt the Greenhill Rd telephone box and pass responsibility for establishing use and upkeep to the community forum.

**F190916-02:** Contact SGC / BT to confirm resolution and request adoption.

**Action to (Clerk)**

(PC) recognised that this be publicised in order to endeavour to eliminate vandalism / ASB.

**9.5. Jubilee Hall – (Clerk) reported the condition of grounds surrounding the Jubilee Hall and informed Cllrs of Concerns from the JHMC regarding the state of the rear garden. Although (Clerk) emphasised that this was not the responsibility of the Parish Council he had asked the grounds maintenance contractor to attend to the garden which he said he would do free of charge on their next visit. The area between the Jubilee Hall and the car park, the contractor recommended that the bushes be taken down to a height of 2ft and monitor. This could be done at a cost of £300. Councillors requested that bushes be removed between the play area and the tunnel to increase visibility in the hope to reduce ASB. This quote was £150. (JS) proposed and (AC) seconded and all Cllrs agreed that these jobs should be completed.**

**19.030 Resolved:** The Bushes at the Jubilee Hall car park and the Like Kiln play area be reduced in height / removed.

(Clerk) highlighted to Cllrs the ongoing issue of responsibility of maintenance for the JH garden and car park bushes and although not the responsibility of the Parish Council had reminded Cllrs of their resolved obligations when they withdrew their lease. (Clerk) requested clarity as to whether the Parish Council would commit to ongoing maintenance on behalf of the AJHMC and if so could this be placed into the tender specification documents which are about to be completed for the new contract commencing April 1<sup>st</sup> 2020.

(JS) proposed that this should be included in the new tender specification (PC) seconded and all Cllrs agreed.

**19.031 Resolved:** Include the maintenance of the garden and car park bushes within the new tender specification for the Grounds Maintenance Contractor.

9.6. **Youth Centre** – None

9.7. **Other Council Responsibilities**  
**Playing Fields and Open Spaces (AC)**

9.7.1. (AC) informed Cllrs that the Cemetery Caretaker had her baby and was now on maternity leave. (Clerk) stated that he had consulted with the councils' other employee and agreed that both could cover the cemetery caretaker duties for the period of the maternity leave with an increase of 3.5 hrs a week in pay for the council employee. All councillors agreed to this strategy and (AC) suggested that the Council may be able to obtain a partial refund for maternity pay. (JS) requested that Clerk look into this with (AC).

**F190916-05:** Laisse with (AC) to seek government refund options.

**Action to (Clerk)**

9.7.2. (AC) informed Cllrs that the quotation to cover the remedial action for the Jubilee & Lime Kiln Field tree survey (with the exception of the areas which require WPD power cuts) would cost £400 and could be done on October the 7<sup>th</sup> depending upon the council decision. (AC) proposed the remedial action be undertaken as per quotation (MRV) second and all Cllrs agreed.

**19.033 Resolved:** Old Down Tree Services undertake the remedial action as recommended in the tree survey at a cost of £400.

9.7.3. (Clerk) presented the quotation from GB Sport & Leisure for the repair to the safer surfaces in the Lime Kiln play area (and one piece of equipment in the Cross Hands play area). Cllrs agreed the £3,000 quotation was expensive and requested (Clerk) to obtain further quotes if possible as (Clerk) explained the difficulty in obtaining quotes from companies prepared to take the work.

**F190916-06:** Seek to obtain further quotations for the repair to the safety surfaces as recommended in the ROSPA inspection.

**Action to (Clerk)**

9.7.4. (AC) explained that the quotations received for goal posts can be put on hold for the current year after recommendations made by the grounds maintenance contractor. (KB) informed Cllrs that he was aware of grants available to assist in the purchase of goal posts and would forward the details to (Clerk) to follow up.

**F190916-07:** Investigate opportunity for funding / partial funding of goal posts through grant as recommended by (KB).

**Action to (Clerk)**

**Footpaths & Allotments (PC)**

9.7.5. (PC) raised to Cllrs the issue with the wind damaged apple tree in the allotments. (Clerk) had obtained expert advice on the condition of the tree and the required remedial action. It was stated that the apple tree could be saved by severe pruning and installing a "Cobra Brace". The arboricultural expert also highlighted to (Clerk) another "unsafe" tree which requires a "Cobra brace" prior to potential winter storms. (Clerk) informed Cllrs that a quotation for £380 had been received and in light of the urgency recommended this be resolved. (AC) proposed and (PC) seconded and all Cllrs agreed.

**19.034 Resolved:** Old Down Tree Services undertake the remedial action as recommended by the Arboricultural expert to make safe the two trees in the allotment area.

- 9.7.6. (PC) expressed concern relating to over growing brambles in the field adjacent to the allotments growing into the allotment area. (Clerk) stated we would look into the issue.

**F190916-8:** Laisse with the adjacent field owners re pruning back overgrowth.

**Action to (Clerk)**

- 9.7.7. (PC) informed Councilors that because notice was served to vacate plot 19 following due process and the tenant has not complied with the terms of tenancy which states that on leaving the site it has to be cleared, the council are legally entitled to either remove it or dispose of the shed which still remains onsite. Councilors considered this option and felt that making contact with the person in question and ask to remove it within a given time period is fair. However councilors had stressed that failure to do so within that period would result in the committee disposing of it how they deemed fit.

**F190916-9:** Write a warning letter to the outgoing plot holder with a demand to remove the shed and a notice to comply.

**Action to (Clerk)**

## 10. Supporting S.G.C in improvements to Down Road Space Management

(Chair) moved this item further up the agenda for discussion due to Cllr Riddle's request to leave the meeting early. (MF) ran through the pre-prepared statement which had been distributed to Cllrs the previous week.

(AC) expressed concern with regard to potential escalating costs over the SGC budget proposal. (MR) assured Cllrs that the estimate was basic and accurate and if it were to go over budget SGC would meet the costs and confirmed SGC were only looking for 25% of the estimate.

(AC) proposed that the Parish Council would contribute a maximum of £5,000 toward the erection of a bund on the Down Road Greenspace. (JS) seconded and all Cllrs agreed unanimously.

**19.028 Resolved:** The Parish Council contribute a maximum of £5,000 to SGC toward the erection of a preventative bund on the Down Rd Greenspace.

(JS) informed Cllrs that the money will be taken from the Contingency reserve.

(MF) thanked (MR) and (KB) for their assistance in resolving the issue and to the residents who had given time to assist the Parish Council with liaising with SGC.

(MR) confirmed that the request for finance for the project was being presented at a Cabinet meeting in October and if approved work would commence with a push to complete by the end of the year (2019).

(MF) raised the request to adopt and engage a working group to investigate options for improving and optimising the greenspace behind the bund to benefit residents. (Cllrs) agreed to discuss post installation.

## 11. 2019/20 Insurance Arrangements

(Clerk) presented three quotations from the broker Came & Co for Parish Council and Community Forum insurance for an option of one year or three years. (AC) proposed and (PC) seconded that the Council adopt the cheapest quotation for a three year period. All Cllrs unanimously agreed.

**19.032 Resolved:** The Council adopt "Inspire" the cheapest quotation for a three year period.

## 12. Greenhill Road Parking (Cllr Alan Davies)

Cllr Davies apologised but was unable to give presentation due to time constraints.

## 13. Parish Council New Agenda Format.

Due to time constraints and that two Cllrs were unable to remain Cllrs agreed that this item be carried forward to the next agenda.

## 14. Authorisation of Payments

- 14.1. Payments authorisation 20<sup>th</sup> August 2019 (out of meeting by Anne Curtis & James Sumner)

Details	Chq. no	£
Grounds Maintenance Contract	3072	1170.00
Localism Charges July – Sept 2019	3073	1618.82
Photocopy & Print	3074	33.00
Bin Empty	3075	71.14
Room Hire – June /July	3076	84.12
Dig CR Plot 81	3077	75.00
Qtrly invoice BB/Line Rental/Calls	3078	193.25
Cllr Training Planning *2/Good Cllr * 3	3079	70.00
Cemetery Water charges	3080	19.99
Salary – Inspect / Sweep	3081	228.70
Clerk – Salary & Expense	3082	1280.61
Salary – Cemetery Caretaker	3083	117.01
Total Payments		£4,961.64

## 14.2. Payments authorisation 2nd September 2019 (out of meeting by Anne Curtis &amp; James Sumner)

Details	Chq. no	£
Grounds Maintenance Contract	3084	1170.00
Photocopy & Print	3085	33.00
Urgent repair X Hands / Install Bench	3086	370.00
Total Payments		£1,573.00

## 14.3. Payments Authorised

Details	Chq. no	£
Salary – Inspect / Sweep	3087	392.95
Clerk – Salary & Expense	3088	1285.61
Salary – Cemetery Caretaker	3089	105.57
Donation & Demarcation Tape	3090	33.00
Total Payments		£1,817.13

## 14.4. Recent Receipts - July

Details	Ref.	£
Internment – Plot 61	Inc2924	149.00
Additional Inscription	Inc2925	41.00
Internment – Plot 35	Inc2925	149.00
Allotment Rent	DCR	29.75
Total Receipts		£368.75

## 14.5. Recent Receipts - August

Details	Ref.	£
Deed of Grant / Internment – Plot 51	Inc2942	388.00
Memorial Stone – Plot 38	Inc2943	170.00
Allotment Rent - Plot Holders	Inc2944	267.75
Allotment Rent - Plot Holders	Inc2945	238.00
Allotment Rent - Plot Holders	Inc2946	208.25
Total Receipts		£1,272.00

**19.035 Resolved:** That all receipts and payments presented to the PC meeting on 16<sup>th</sup> September 2019 were accepted.

**15. Correspondence**

- 15.1. (Clerk) distributed a letter received from a resident relating to the sale of land within the Parish for information.
- 15.2. (Clerk) presented a letter received by (MR) relating to opposition for placing the bund on Down Rd greenspace.

**16. Website / Helmet**

- 16.1. Proposed changes to Website Management (update)  
Due to (JS) having to leave the meeting early this item will be placed for review at the next meeting.
- 16.2. To place information relating to the change of use of the Greenhill Rd telephone box as soon as confirmation from BT is received.

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

None

Meeting closed at 21.34 pm

**The next Council Meeting is on  
Monday October 21<sup>st</sup> 2019 at the Jubilee Hall**