

**Minutes of the Parish Council Meeting  
Held on 21<sup>st</sup> October 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).

Graham Smith (Clerk)

**1. Apologies for Absence**

John Graham (JG), Chris Casey (CC), PC Adrian Fallows (Police), Keith Burchell (KB) (SGC).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Four members of the public were in attendance plus Rev. David Moss representing St Helens Church and Governors of St Helens School and Peter Waller representing the Alveston Community Forum.

Chair welcomed public and allocated five minutes for each member to present their concerns (or 5 minutes per topic). Two members of the public expressed their concerns relating to parking at Quarry Rd. and the negative effect that the proposed Bromford development will have on the current problem. (MRV) replied that it is the intention of the Parish Council to form a working group on this issue in conjunction with (KB) (SGC) to think through the issues and especially prior to the change of the current infrastructure. (AC) emphasised to the public that the more individual members of the public expressing concerns to SGC will result in more attention being brought to the matter. (MF) emphasised this comment by adding that the Parish Council cannot make comment on any issue relating to the proposed Bromford development until the proposal becomes formal through a SGC planning application.

A member of the public attended the meeting with concerns relating to the parking and traffic speed at the junction of the A38 and Greenhill Road, stating that it was a danger to children at school time and to the users of the community facilities at other times. Concern was expressed relating to speed humps and requested that the Parish Council investigate these issues in an attempt to minimise risk.

**5. Minutes from previous meeting**

**19.036 Resolved:** The minutes of the Parish Council meetings held on Monday 16<sup>th</sup> September 2019 were accepted and signed by the chairman.

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

6.1. (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. Financial Matters**

7.1. Finance Report Sep 2019

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

**19.037 Resolved:** The financial reports for Sept 2019 as presented were accepted as accurate.

7.2. 2018/19 External Audit Report

(Clerk) distributed with the agenda the 2018/19 external audit report. Cllrs accepted the report and recognised that work was required to build a framework to ensure that (Clerk) was covered in periods of sickness as recommended by the internal auditor as presented by (Clerk) in the June 2019 internal audit review. (JS) stated that this needs to be put forward as an action.

*F191021-01*: Review cover for (Clerk) during periods of absence.

*Action to (JS & Clerk)*

## 8. Representatives Reports

8.1. **Police Matters** – No report in the absence of PC Adrian Fallows.

### 8.2. **South Gloucestershire Council**

(MR) reported to Councillors that currently he is waiting from SGC a date for the installation of a traffic calming bund at David's lane.

(MR) has advised Cllrs that he will be touring the Parish with SGC Street Care to identify road pot holes which urgently require repair with a view to give priority to inspect Rosewood Avenue, Down Road and Old Gloucester Road. (MR) also requested from Cllrs that they report to him any other significant potholes within the Parish.

(MR) stated that the parking issues at Quarry road will be looked into and that his colleague Keith Burchell will be heading a working group on this issue. He remarked whether it would be worth considering dropping the kerb at the grass area in Quarry Road to utilise this area for additional parking space.

### 8.3. **St Helens School**–

(Clerk) distributed a full report from (CC) with the agenda packs prior to the meeting.

### 8.4. **Alveston Community Forum**

#### 8.4.1. **Christmas Lights**

Peter Waller (PW) – Chair of the Community Forum confirmed that he had lodged a grant application for £250 and requested this sum in order to improve the Christmas Lights at the Parade and other community areas. (Clerk) informed (PW) that the Parish Council will consider and grant Grant Aid at the November Parish Council meeting.

(PW) requested that the Parish Council consider supporting the Community Forum in a long term strategy of improving and enhancing the Parish and particularly the community buildings with festive lights.

(PC) asked if any financial assistance be forthcoming from the shopkeepers at the parade to which (PW) replied that the cost of running festive lights at the Parade was borne by the shopkeepers.

All Cllrs agreed to, in principal support the Alveston Community Forum in making Alveston more festive over the coming years.

8.5. **Jubilee Hall** – No report.

8.6. **Youth Centre** – (AD) reported to Councillors as per the minutes of the Youth Centre Committee meeting dated September 18<sup>th</sup> 2019.

### 8.7. **Other Council Responsibilities**

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

8.7.1. (AC) reported that all work relating to the Tree Inspection of the Jubilee & Lime Kiln Field as performed by Wootton Tree Services had been completed with the exception of one tree which requires Western Power Distribution switch off.

(AC) informed Cllrs that a tree survey of the Cemetery had been completed again by Wootton Tree Services and that this resulted in the requirement to remove one small cherry tree which cost fell within the purchasing remit of the clerk. (AC) also reported that several trees within the cemetery were suffering from "Ash Die Back". Mr Dye of Wootton Tree Services recommended that no action be taken on this immediately rather it be delayed until the summer of 2020 to establish the true extent of the disease and to establish whether or not that the trees could be saved.

(AC) presented a second quote as requested by Councillors at the previous meeting for the repair to the safer surfaces. This quotation was significantly higher than the first quotation presented. (Clerk) had informed Cllrs at the previous meeting that to obtain quotations for this work proved to be difficult however as a result of the South Glos. Council "Doing More Together" initiative (Clerk) would endeavour to obtain a third quotation from them however, should obtaining a third quotation not be

forthcoming requested that Cllrs approve the £3,000 expenditure for the repairs to the safer surfaces.

(AC) proposed that this expenditure be approved (JS) seconded and all Cllrs agreed unanimously. **19.037 Resolved:** The Parish Council approve expenditure for the repairs and reinstatement of the safer surfaces as listed in the 2018 ROSPA document to a maximum of £3,000 as per the cheapest quotation as at 21<sup>st</sup> October 2019.

(Clerk) gave Cllrs an update relating to the availability of a grant from the FA in relation to replacing old goal posts on the main football pitch. The FA is able to grant half the cost as long as the posts are in an unrepairable state of dilapidation.

- 8.7.2. (Clerk) had presented the revised grounds maintenance specification document to Cllrs on the 7<sup>th</sup> October and requested that Cllrs approve this in order to begin the process of completing the process in a timely manner thus allowing the appointed grounds maintenance contractor enough time to prepare.

(AC) proposed that the Grounds Maintenance tender specification document be approved and (Clerk) commence the tender procedure (AD) seconded and all Cllrs unanimously agreed.

**19.038 Resolved:** (Clerk) to commence procedure for the tender to renew the Grounds Maintenance Contract using the revised document as presented to Cllrs.

#### **Footpaths & Allotments (PC)**

(Clerk) informed Cllrs that the tree works to the Apple Tree (Making safe, pruning back and Cobra Brace fitting) and Sycamore Tree (Cobra Brace fitting) had been completed.

(Clerk) raised concerns that the prospective new allotment tenant for plot 19 will not be committed to fulfilling his obligations as a responsible occupier of the allotment plot. After offering the plot to the proposed tenant on the 9<sup>th</sup> of September and awaiting confirmation of acceptance and releasing agreements and invoice as instructed on 10<sup>th</sup> October up to date no return of agreement or payment has been forthcoming. (Clerk) had been in touch with AAA who expressed the same concern and despite agreeing to meet the AAA this neither has been forthcoming. (Clerk) informed Cllrs that he will wait to the end of the week (deadline for payment of invoice) and will consult again with AAA and if nothing has been forthcoming by then will move to the next person on the waiting list. (Clerk) expressed concern relating to the length of time the plot has not been managed and this is effecting the quality of the surrounding plots.

### **9. Greenhill Road Parking (Cllr Alan Davies)**

(AD) expressed considerable concern relating to the vehicular parking surrounding the school at times of pick up and drop off including parking in inappropriate parking (unsafe to pedestrians and other road users) parking on pavements and on double yellow lines. It was confirmed that although the head teacher has spoken to parents in attempt to make them aware of the dangerous situation and to limit hazard / risk, (AD) feels this has largely been ignored and that something more proactive is required. (AD) requested that Councilors look to reuse the space which houses the "Millennium Stone" as he feels this to be a waste of space which could be put to better use to ensure children's safety. He stated that there is a traffic increase throughout Alveston and predominantly speeding traffic using Greenhill Road is an imminent danger, furthermore would request that double yellow lines be increased to prevent parking at hazardous hot spots. At the Down Road shops there is irresponsible parking on the pavement causing issues for users of mobility scooters.

### **10. Revue Safety – Millennium & Church Bay (Rev. David Moss). (RDM)**

(RDM) representing St Helens School Governors and the Church stated their concern for all users of the facilities and community buildings within the curtilage of the area at the junction of the A38 and Greenhill Road. There are five community buildings / facilities located at the most dangerous junction in Alveston.

With regard to school statistics; 74 families whose children attend the school live outside the Alveston conurbation and an estimated three quarters of parents drop and pick up their children by car and the "out of school" play schemes bring children from as far as Olveston and Severn Beach.

(PC) asked if it were possible to stagger school start and finish times. (RDM) stated that this was already being done for the pre-school.

(RDM) requested that SGC take action to conduct a full traffic flow survey of vehicular passage through the congested area, A38, times and speeds.  
He made additional comments / observations relating to: -

The 20 mph hour sign only flashes at certain times of the day.

The speed limit on the A38 at the corner is 40mph and consideration should be given to reduce this to 30mph.

The hedge surrounding the Millennium Monument is dangerous and consideration should be given to its' removal.

The positioning of Road Humps are dangerous and consideration should be given to an additional chicane.

Additional parking spaces should be investigated by re designing the millennium area and the church bay (One area belonging to the Parish Council, the other belonging to South Glos Council. (SGC)).

(MR) stated that he would set up a working group with all interested parties including the Parish Council, School and affected community buildings. Also that he would instruct SGC to lay traffic strips to obtain statistics of traffic volumes.

(AD), (AC), and (PC) volunteered to sit on the working group with (MR).

## 11. South Glos. Council – Doing More Together.

(Clerk) presented to Cllrs a book containing information detailing the launch of South Glos. Councils' initiative to provide services to local councils in order to be competitive in the private sector. (Clerk) informed Cllrs that he supports their initiative and would be inviting (SGC) to provide a price for any appropriate works when seeking the required three quotation process.

## 12. Parish Council - New Agenda Format.

(MF) proposed that a new Parish Council meeting agenda format, an example of which had been distributed to all Cllrs be adopted by (Clerk) and be trialled for a six month period. (JS) seconded and all Cllrs agreed.

**19.039 Resolved:** (Clerk) to produce Parish Council agendas in a new format commencing on the meeting dated 18<sup>th</sup> November.

## 13. Authorisation of Payments

13.1. Payments authorisation 7<sup>th</sup> October (out of meeting by Anne Curtis & Paul Caddick)

Details	Chq. no	£
Tax & Ni Payments Apr–June 2019	3091	600.16
Grounds Maintenance Contract	3092	1170.00
Donation – Poppy Wreath	3093	75.00
External Audit	3094	360.00
Litter Bin Empty – Aug-Sep 2019	3095	71.14
Photocopy & Print	3096	33.00
Maintenance Parish Notice Board	3097	38.00
Internment CR Plot 82 / Weed Killing	3098	155.00

Details	Chq. no	£
Bus Shelter Clean	3099	252.00
1 * Chromebook	3100	263.42
1 Year Insurance Renewal	3101	2,309.24
Graffiti Removal	3102	180.00
<b>Total Payments</b>		<b>£5506.96</b>

## 13.2. Payments Authorised by James Sumner &amp; Paul Caddick

Details	Chq. no	£
Salary – Inspect / Sweep	3103	343.78
Clerk – Salary & Expense	3104	1315.09
Remedial work to trees (LK & Jubilee)	3105	400.00
Tree Inspection - Cemetery	3106	200.00
Tax & NI Payments	3107	597.36
<b>Total Payments</b>		<b>£2856.23</b>

## 13.3. Recent Receipts - September

Details	Ref.	£
Annual Rent	Inc2947	178.50
Internment CR Plot 81	Inc2948	99.00
Annual Rent	Inc2949	95.50
D of G & Internment Fee – Plot 82	Inc3065	143.00
Season Pitch Hire	DCR	575.00
Half Year Precept & LCTR Grant	DCR	27,423.00
<b>Total Receipts</b>		<b>£28,514.00</b>

**19.040 Resolved:** That all receipts and payments presented to the PC meeting on 21<sup>st</sup> October 2019 were accepted.

**14. Correspondence**

None

**15. Website / Helmet**

- 15.1. Proposed changes to Website Management (update)  
(JS) updated Cllrs on progress with the development of the new website. He emphasised that the website would not host content of the community groups (as Alveston.org currently does), but would place links to the sites on the newly developed Parish Council website.

(Clerk) reminded (JS) that there was increasing concern amongst Clerks over the new "Website accessibility regulations" to which (JS) replies that this was accommodated within the web browser.

(JS) informed Cllrs that the website would be ready to view by the December meeting.

- 15.2. To place information relating to the two working groups that has been approved for research and action.
- 1). Quarry Rd parking issues (headed by (KB) and (MRV)
  - 2). Traffic Calming and Parking issues surrounding the A38 / Greenhill Rd junction.

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

(PC) highlighted to (MR) the SGC bench that was rotting through at the junction of Underwood Close / Greenhill Rd.

Meeting closed at 21.28 pm

**The next Council Meeting is on  
Monday November 18<sup>th</sup> 2019 at the Jubilee Hall**