

**Minutes of the Parish Council Meeting  
Held on 18<sup>th</sup> November 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), John Graham (JG), Cllr. Matthew Riddle (MR).

Graham Smith (Clerk)

**1. Apologies for Absence**

Alan Davies (AD), 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.

Two residents from Quarry Road / Mead attended the Parish Council meeting to raise concerns relating to the resident parking facilities at Quarry Rd & Quarry Mead if the intended Bromford development is granted permission. It was raised that the parking issues must be addressed prior to any permission being granted and only to be granted on the condition that a resolution is addressed and resolved. Resident research suggested that 28 houses in Quarry Mead currently require 36 spaces to accommodate existing house holders' vehicles which will become exasperated with the Bromford development and that there is only one week notice required for the residents that currently rent the garages to vacate possession. Residents expressed anger to a potential fine threatened by South Glos when alternative parking is sought in front of "The Green".

(MR) informed Cllrs and public that Bromford intend to submit an application prior to 30<sup>th</sup> November.

(MF) confirmed to residents that the issues relating to parking at Quarry Rd / Quarry Mead and the impact upon this should an application to develop the garage area be approved was already under discussion and a working group had already been formed headed by (MRV). (MRV) presented to Council an 89 strong petition requesting that this issue be investigated and resolved by SGC. Vacancies exist for two members of public to join the working group and requested that these be filled as soon as possible

A representative from the Alveston Litter Busters was in attendance to discuss and confirm insurance arrangements with the Parish Council.

A representative from St Helens Preschool was in attendance to request permission from the Parish Council to allow an advertising banner to be erected upon the fence which surrounds the Cross Hands Play area. (MR) stated that this would satisfy SGC advertising standards and (Clerk) suggested that the fence facing Down Rd would be the most appropriate place. All Cllrs approved and granted permission for St Helens Preschool to place a banner upon the Parish Council fence.

**19.041 Resolved:** The Parish Council grant permission for St Helens Preschool to place a banner upon the Parish Council fence located at the Cross Hands Play Area.

**5. Minutes from previous meeting**

**19.042 Resolved:** The minutes of the Parish Council meetings held on Monday 21<sup>st</sup> October 2019 were accepted and signed by the chairman.

## 6. Review and Recommendations from Planning Committee

- 6.1. (Meeting – 21<sup>st</sup> October) Cllr Anne Curtis reported on the meeting as detailed within the Planning meeting minutes and informed Cllrs that no meeting took place on the 4<sup>th</sup> November due to the fact that the only application to considers' consultee comment expired on 19<sup>th</sup> Nov.

## 7. Financial Matters

- 7.1. Finance Report Oct 2019

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

**19.044 Resolved:** The financial reports for October 2019 as presented were accepted as accurate.

- 7.2. Budgets

(JS) stated that (Clerk) requested from Cllrs guidance relating to the "financial" intentions of the Parish Council for the coming year in order to prepare the budgets. (Clerk) confirmed that budgets will be prepared for discussion / approval at the December meeting however, if there were any issues which prevented resolution at the December meeting that this could be done in the January meeting at the latest as precept request must be submitted to SGC by January 31<sup>st</sup>.

Cllrs agreed that Parish Council charges for 2020/21 should remain the same as the previous year and that there should be no alteration to the precept requirement.

(JS) reminded Cllrs that the Council is holding general reserve as well as earmarked and should consider new projects for 2020/21.

## 8. Representatives Reports

- 8.1. Other Council Responsibilities

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

(AC) reported update as circulated to Cllrs prior to meeting.

Cllrs expressed concern that the soil mounds next to the cricket square remain and requested that these be removed as soon as possible.

(AC) requested that a working party of Councillors be formed to discuss improvements to the open spaces, whether this be new play equipment, outdoor gym equipment, boules area to replace the one lost at the Cross Hands pub. (JS) & (JG) volunteered to join the Open Spaces working group.

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

(PC) reported as per the Alveston Allotment Association minutes dated 11<sup>th</sup> Nov which he confirmed will be distributed to Cllrs.

- 8.2. Police Matters

Report forwarded to Cllrs prior to meeting. Cllrs expressed concern that the Police had not attended a Parish council meeting for several months despite several local issues and requested that Clerk contact the Police to express their concern.

**F191118-2:** Contact Thornbury police team to express concerns relating to nonattendance at Parish Council meetings

*Action to (Clerk)*

- 8.3. South Gloucestershire Council

(MR) apologised that (KB) was not present as he had spent some time abroad.

(MR) is following closely the progress of the planning application relating to demolition and development of the site at the Alveston House Hotel and confirmed that if the planning officer gives consent then he would "call it in". (MR) also confirmed that he had attempted to list the Hotel but was not successful stating that English Heritage suggested that "It was not worth listing".

Members of the "Greenhill / St Helens School Parking" working group have agreed to meet on Wednesday morning at 8.15AM to observe at first hand the issues relating to the parking at drop off time. (AC) stated that she was unable to attend that morning but will be visiting on Friday morning. (MR) requested from SGC traffic speeds they hold on record and confirmed that David Moss will be requesting from the school their "Travel Plans".

The A38 at Rudgeway is undergoing extensive resurfacing works however, confirmed to the Parish Council that the wearing course will not be put in place until 6-12 months after the initial works are completed to allow time for the surface to harden.

It is SGC intention to place the bund at Down Road in January but would need to place traffic lights on Down Road for a two week period. (Clerk) expressed concern to (MR) that timing of the operation of the lights needs to be considered as the road is exceptionally busy and more so during term time at school pickup and drop of times. (MR) agreed to look to delaying the works until half term.

SGC remain committed to investigating the condition of road surfaces particularly at Greenhill Down and Down road and in particular where surfaces have shrunk due to utility trenches. The surface at Old Gloucester road will also be examined.

The importance of the Quarry Road parking working group was emphasised and (MRV) presented a 89 signature petition to (MR) and although the Parish Council agrees that affordable housing is required in Alveston, that the issue of parking must be addressed.

(MR) confirmed that (Clerk) has volunteered to take minutes of the meetings of all working groups, (Clerk) requested that he be kept informed well in advance of date and times of meetings.

(MR) stated that there are no further meetings of SGC during the election period.

8.4. **St Helens School**–

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

8.5. **Alveston Community Forum**

8.5.1. **Alveston Litter Busters** ((MF) brought this item forward to discuss under Public Participation for the convenience of (SW)).

Shirley Whyte (SW) who organises the Alveston Litter Busters requested that the Parish Council confirm insurance arrangements relating to minors (under 16 years of age) who attend the Litter Busters litter picks. (Clerk) informed Cllrs that he had been in discussions with the Councils' insurance brokers who confirmed that as the Litter Busters is a subsidiary organisation of the Community Forum and that minors were covered under the insurance upon the provision that they were accompanied by a parent or family member, satisfactory Health & safety briefings were presented and that a risk assessment had been presented to the Community Forum prior to the litter pick. (Clerk) recommended that (SW) present the Litter Busters risk assessments at the Community Forum meeting to ensure that evidence exists, through the meeting minutes, that this action had occurred.

(SW) stated that occasionally Litter Picks occur outside the parish boundaries and requested whether the existing insurance arrangements remained applicable. (Clerk) took the action to investigate.

**F191118-01:** Enquire with brokers (Came & Co) on behalf of the Litter Busters the insurance cover in place for litter picks outside parish boundaries.

**Action to (Clerk)**

(MF) thanked the Litter Busters on behalf of the Parish Council for their commitment and requested that the council resolve to continue support for the litter busters in whatever way possible.

**19.043 Resolved:** The Parish Council will support the Litter Busters in all criteria / requirements.

8.6. **Jubilee Hall**

(MF) presented an update on the activities of the Jubilee Hall.

8.7 **Youth Centre**

(Clerk) distributed the minutes of the meeting of the Youth Centre Management Committee dated 28th October prior to the meeting.

## 9. Grand Funding 2019

Application for grant aid forms were distributed to Councillors by (Clerk) one week prior to meeting. Cllrs discussed applications from 8 groups.

In light of no firm financial request being submitted by the AJHMC despite a form being received, Cllrs agreed that full support to the AJHMC (Alveston Jubilee Hall Management Committee) would be given by the Parish Council. Cllrs agreed that a full understanding of JH finances is needed along with a vision / strategy from the committee. (MF) suggested that the Chair of AJHMC attend a meeting on 2<sup>nd</sup> December.

**F191118-3:** Invite Chair to a Cllr meeting scheduled for 2<sup>nd</sup> December to understand and discuss AJHMC requirements.

**Action to (MF)**

Cllrs agreed that they would support the Cricket Club and required a firm cost of the replacement field net.

**F191118-4:** Obtain cost of replacement net from ACC.

**Action to (Clerk)**

The cost presented by the Alveston Defibrillator group represents annual maintenance of £130 (£65 for smart tag checking system and £5 for lock replacement batteries all x2). The group requested that this maintenance commitment could be provided by the Parish Council without the need for year on year grant aid applications. Cllrs agreed that this annual cost should be provided by the Parish Council and should be reflected within the annual budget.

**19.044 Resolved:** The Parish Council will pay annual maintenance charges for the two Defibrillators located within the Parish.

Cllrs stated that the use for the Community Forum Grant was unclear. (Clerk) confirmed that this was for an improvement to the Parade and Youth Centre Christmas Lights.

Cllrs wish to thank the Litter Buster team for providing such an excellent service to the community and wanted to discuss ways of thanking Litter Busters formally. (MF) stated that there was not time at this meeting but requested that Clerk place this as an agenda item for the next meeting.

**F191118-5:** Place thanking Litter Busters as an agenda item for the meeting dated 16<sup>th</sup> December.

**Action to (Clerk)**

(JS) proposed that all grant aid applications be paid in full, this represents a total payment of £1,641.90 but excludes the application made by the Defibrillator group and Jubilee Hall where support will be given via other channels. (AC) seconded and all Cllrs unanimously agreed.

**19.045 Resolved:** The Parish Council award all applicants for grant aid the amount as requested on the individual applications.

## 10. Adopt BT Telephone Box

(Clerk) had forwarded the BT contract with the agenda packs for Cllr scrutiny. Cllrs agreed to the contract and the adoption of the telephone box on behalf of the Community Forum who agreed to maintain and find a suitable use for the box. (Clerk) agreed to meet with the Community Forum chair to discuss. Contract was signed by (MF).

**F191118-6:** Meet with Community Forum Chair to discuss handover and use of telephone box.

**Action to (Clerk)**

## 11. Bin Data & Strategy

(Clerk) had forwarded SGC Bin Data for the Parish with the agenda packs for Cllr scrutiny. Cllrs agreed to initially examine the bin strategy for the bins located on parish land and will be discussed by the newly formed Open Space working group.

## 12. Authorisation of Payments

### 12.1. Payments authorisation 4<sup>th</sup> November (out of meeting by Anne Curtis & Paul Caddick)

Details	Chq. no	£
Grounds Maintenance Contract	3108	1170.00
Photocopy & Print	3109	33.00
Water Charges–Allotments (Apr- Oct)	3110	246.03
Water Charges–Jubilee Field (Apr- Oct)	3111	26.46
Apple tree & Cobra Bracing * 2	3112	380.00
Planning in Plain English Course	3113	50.00
Total Payments		£1,905.49

### 12.2. Payments Authorised by James Sumner & Paul Caddick

Details	Chq. no	£
Salary – Inspect / Sweep	3114	274.77
Clerk – Salary & Expense	3115	1271.54
Salary – Cemetery Caretaker	3116	117.01
Lowering of Hedge at Lime Kiln	3117	1200.00
BB, Telephone, rental (Qtrly)	3118	191.60
Purchase of Telephone Box	3119	1.00
Total Payments		£3,055.92

### 12.3. Recent Receipts - September

Details	Ref.	£
Credit interest received	DCR	31.56
Additional Inscription	Inc3066	45.00
CR Flat Headstone	Inc3037	92.00
Total Receipts		£168.56

**19.046 Resolved:** That all receipts and payments presented to the PC meeting on 18<sup>th</sup> November 2019 were accepted.

## 13. Correspondence

(Clerk) presented to Cllrs correspondence received from a resident relating to parking by contractors on the pavements at the Cross Hands housing development. Photographs were displayed. (Clerk) informed Cllrs that he contacted the developers via their community representative in order to rectify the issue and wrote to the resident requesting to be informed immediately should the issue re-occur. To date there has not been a repeat of irresponsible parking and (Clerk) assumes the developer took action.

## 14. Website / Helmet

Cllrs requested that Clerk write a narrative for the Helmet & Website to cover; the adoption of the Phone Box, that all Grant Applications made to the Parish Council by community groups had been approved and full grants had been awarded and that an Open Space Working Group had been established to discuss improvements within the parish open spaces and would welcome input from residents.

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

(PC) highlighted once again the rotting bench located at the junction of Underwood Close / Greenhill Rd. (Clerk) informed Cllrs that he had contacted the management of SGC Street Care and received a reply stating that the bench will be inspected and removed if necessary.

Meeting closed at 21.40 pm

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