

**Minutes of the Parish Council Meeting  
Held on 16<sup>th</sup> December 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)(SGC).

Graham Smith (Clerk)

**1. Apologies for Absence**

Alan Davies (AD), Chris Casey (CC), (Police), Keith Burchell (KB) (SGC).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

None

**5. Minutes from previous meeting**

(Clerk) requested an amendment to the approved minutes of 21st Oct as pointed out by (MR) as follows: from "(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." To "Bund at Down Rd Green Space". Cllrs approved the correction.

(MF) noted minor changes to the draft minutes presented.

**19.047 Resolved:** The minutes of the Parish Council meetings held on Monday 18<sup>th</sup> November 2019 were accepted and signed by the chairman.

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

6.1. (Meeting – 18<sup>th</sup> November & 2<sup>nd</sup> December) Cllr Anne Curtis reported on the meetings as detailed within the Planning meeting minutes.

**7. Financial Matters**

7.1. Finance Report Nov 2019

(JS) stated that the distributed reports had been reviewed and reported that two mis-postings had occurred, (Clerk) agreed and would correct on the December financial statements.

**19.048 Resolved:** The financial reports for November 2019 as presented were accepted as accurate.

**8. 2020/21 Financial Budgets**

(Clerk) presented draft budget (which had been forwarded with the agenda packs). (JS) informed Cllrs that he had reviewed the draft and highlighted assumptions that CPI is increasing by 2.1%. The expected new national minimum wage will be £8.61. Local Government sector pay rise will be 5%. The assumption that Grounds Maintenance will remain the same as tendering is expected to be competitive. Increased charges in insurance and localism are included.

CIL revenues and expenditure of reserves are not included as (Clerk) had not received guidance on intentions within the coming year, therefore an income and expenditure budget solely for the purposes of submission to SGC in order to retain precept figures to previous year was presented.

(JS) proposed that the budget be accepted (AC) seconded and all Cllrs unanimously agreed.

**19.048 Resolved:** The 2020/21 Budget as presented be adopted.

(JS) proposed that in line with the budget document that a precept request of £54,690 be submitted to South Glos Council. (MRV) seconded and all Cllrs agreed unanimously.

**19.049 Resolved:** A precept request of £54,690 be submitted to South Glos Council.

## 9. Representatives Reports

### 9.1. Other Council Responsibilities

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

(AC) reported update to activities within the Parish Open Spaces.

(JS) presented to Cllrs a PowerPoint presentation relating to the Working Groups' activities. The first meeting of the Open Space Working Group had taken place on 14<sup>th</sup> December highlighting the priority of the group to install a new play frame at the Lime Kiln play area with a target of a Spring installation. (JS) requested that (Clerk) investigate play equipment options and report back to the working group.

**F191216-1:** Investigate play equipment options for play frame at the Lime Kiln Play area and report back to the working group.

**Action to (Clerk)**

(MR) indicated that finance may be available from SGC CIL monies and would investigate.

**F191216-2:** Investigate whether SGC CIL money is available to assist with the installation of a new play frame at the Lime Kiln play area.

**Action to (MR)**

(AC) reported that the 2019/20 ROSPA inspection report had been returned and that there were no high level issues. Most of the points highlighted were low level; tightening of bolts, spray washing of safer surfaces and that (Clerk) would deal with these over the coming months. (JS) stated that money was in the budget for the remedial works and that (Clerk) should proceed but report if any quotations exceed spending allowance.

**F191216-3:** Proceed with remedial action to play equipment as highlighted in the 2019/20 ROSPA inspection.

**Action to (Clerk)**

Cllrs continued to express concern relating to soil mounds next to the cricket square. (Clerk) informed Cllrs that he instructed Prestige Grounds to highlight to the Cricket Club on several occasions that the mounds need to be removed. (JS) requested that Clerk obtain a quote from Prestige to remove.

**F191216-4:** Obtain a quotation from Prestige Grounds for the removal of the soil mounds adjacent to the Cricket Square.

**Action to (Clerk)**

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

No Report.

### 9.2. Police Matters

(Clerk) informed Cllrs that the Police report had arrived after the agenda packs were distributed and tabled the report. Beat officers are currently covering two beats and unfortunately higher crimes have to be reported over last month although burglaries have reduced to 1. Significant increase has been reported in relation to criminal damage (mainly wing mirrors being hit off vehicles) and owing to response from the public appeal via Facebook possible suspects have been interviewed. There is significant increase in shop thefts but this could be due to better reporting as the police are currently working with the main stores to address this issue and repeat offenders (recently school children) are being caught and dealt with.

### 9.3. South Gloucestershire Council

(MR) apologised that (KB) was not present.

(MR) reported that there has been a request submitted for double yellow lines at Costers Close as parking traffic is blocking access to driveways. (Clerk) also informed Cllrs that there are occasional issues with access to the cemetery. (MR) added that SGC are undergoing a capital scheme to review all Double Yellow line requirements within the Parish.

There are several SGC consultations currently running:-

- 9.3.1. Council Tax Increase –
- 9.3.2. School Places as they relate to siblings
- 9.3.3. Telephone Boxes

The installation of the Bund at Down Rd is looking to be switched to February. The installation will take two weeks with one week of this covering half term.

(Clerk) informed (MR) that he had received a request from a Quarry Rd resident to ask SGC to investigate the newly installed disabled parking bay. It is felt that this has been installed incorrectly as it eliminates a parking space for one car due to its positioning.(MR) agreed that SGC would need to review its position.

**F191216-5:** Investigate positioning of newly installed disabled parking space in Quarry Road.

**Action to (MR)**

- 9.4. **St Helens School**–  
(Clerk) tabled a full report from (CC) at the meeting.

- 9.5. **Alveston Community Forum**  
No Report

- 9.6. **Jubilee Hall**  
Carried forward to item 10 on the agenda.

- 9.7. **Youth Centre**  
No Report

## 10. Jubilee Hall

Michael Casey (MC) attended the meeting on behalf of the Alveston Jubilee Hall Management Committee. (Clerk) had forwarded with the agenda packs information relating to the Jubilee Hall Grant Aid application and its current accounts and financial situation.

(MC) informed Cllrs of the projected finances of the Jubilee Hall taking into account that the Pre-school was no longer using the facility.

The Jubilee Hall had recently benefitted from an Ecotricity Grant which allowed the purchase of new LED lighting for the Hall which has consequently reduced electric costs however gas costs cannot be reduced as it is not possible for solar panels to be effective due the orientation of the building. (MC) summarised the remit of the Management Committee was to keep the hall infrastructure up to date and to balance the books.

The Jubilee Hall does not comply with regulations relating to toilet facilities as there are no disabled toilets which will be a negative when trying to let the hall to occasional users. (MR) had carried out detailed research and produced architects drawings of a complete toilet refit which would cost in the region of £15,000.

The management committee have committed to ensuring the outside of the hall is repainted in the spring at a cost of £5,500 which makes the expected expenditure for the coming year/s to be over £20,000. (MC) requested financial assistance from the Parish Council and requested approval in principal for this support. (PC) raised concerns relating to the Jubilee Hall Management Committee not adopting a specific strategy.(JS) proposed that the Parish Council would in principal support the Jubilee Hall Management Committee in its' commitment to redevelop the Jubilee Hall as required.(JG) seconded the proposal and all Cllrs unanimously agreed.

**19.050 Resolved:** The Parish Council approve in principal to support the Jubilee Hall Management Committee in its' commitment to redevelop the Jubilee Hall as required.

(JS) proposed that the Parish Council contribute a sum of £2,750 toward the cost of exterior paintwork scheduled for spring 2020. (AC) seconded and all Cllrs agreed unanimously.

**19.051 Resolved:** The Parish Council approve to pay a contribution of £2,750 toward exterior painting of the Jubilee Hall.

## 11. Good Meetings

(MF) listed to Cllrs items which are required to assist the efficiency and effectiveness of Parish Council meetings.

- 11.1. Any matters to be raised are to be raised through chair.
- 11.2. Do not interrupt
- 11.3. Keep to agenda items.
- 11.4. Cllrs should not talk amongst themselves
- 11.5. Cllrs to be aware of Standing Orders
- 11.6. Respect others views.
- 11.7. Be brief and to the point.

## 12. Parking/Congestion/Speeding – Greenhill Road

(MR) briefed Cllrs with an update of the working group. School Governors have now set up a school working party; students, governors and staff, to draw up a new “Green” Travel Plan.

Members of the APC Working Group observed the arrival of school Children on 20th and 22nd of November from 8 am onwards. (Homeward bound observations are due), a summary of observations and comments from the working group were discussed.

- 12.1. 20mph speed limit all the time
- 12.2. Enforcement of the 20 mph limit by eg flashing sign
- 12.3. Zebra crossing between the carpark and the school
- 12.4. Cars were parked on or part parked on, the pavement and up towards the Parade
- 12.5. Making the speed humps full width across the road, ie ‘speed tables’
- 12.6. Close off Greenhill Road during school drop off and pick up
- 12.7. 30 mph speed limit along A38
- 12.8. The marking out of parking bays at the Jubilee Hall carpark
- 12.9. Formalising parking outside St Helen’s Church
- 12.10. Can the school provide more staff car parking in the school grounds?

The next steps:

- 12.11. To receive some speed data from SGC
- 12.12. A meeting with SGC highway officers

## 13. NALC - Questionnaire on Traveller Encampments

Deferred to next meeting.

## 14. To Discuss formal appreciation of thanks to Litter Busters

The Parish Council recognise the work done by the Alveston Litter Busters and therefore discussed appropriate ways in which the sincere appreciation could be demonstrated. (AC) proposed that the Council could pay for a social function. Councillors agreed that a sum of £150 be paid direct to the Litter Busters organiser to pass to the volunteers in a way which she feels to be the most appropriate. (AC) proposed (JS) seconded and all Cllrs unanimously agreed.

**19.052 Resolved:** The Parish Council approve to pay £150 to the Alveston Litter Busters for to use at the organisers discretion as appreciation from the Parish Council for their continued work in maintaining Alveston Parish and the surrounding area free from litter.

## 15. Authorisation of Payments

- 15.1. Payments authorisation 2<sup>nd</sup> December (out of meeting by Marcus fry & James Sumner)

Details	Chq. no	£
Grounds Maintenance + additions	3120	1447.20
Photocopy & Print	3121	33.00
Annual ROSPA Inspection	3122	270.03

Details	Chq. no	£
Litter bin empty (Oct / Nov)	3123	71.14
Localism Charges (Oct / Nov / Dec)	3124	1618.82
Chairman Skills Course	3125	50.00
Room Hire (Oct / Nov)	3126	71.26
Grant Order – 19-001	3127	400.00
Grant Order – 19-002	3128	345.00
Grant Order – 19-003	3129	250.00
Grant Order – 19-004	3130	67.90
Grant Order – 19-005	3131	500.00
Grant Order – 19-006	3132	130.00
Total Payments		£5,254.35

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

Details	Chq. no	£
Salary – Inspect / Sweep	3133	392.95
Clerk – Salary & Expense	3134	1282.06
Salary – Cemetery Caretaker	3135	117.21
Uncontested Parish Election Fee	3136	175.00
Total Payments		£1,967.22

## 15.3. Recent Receipts - December

Details	Ref.	£
Deed of Grant CR Plot 84	Inc3069	52.00
Total Receipts		£52.00

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

**16. Correspondence**

None

**17. Website / Helmet**

Cllrs requested that Clerk place pertinent information from the meeting onto the website and Alveston.org

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

(JS) requested that, due to the fact that Windows 7 is no longer supported by the accounting software support team and that Clerks IT hardware is requiring an upgrade, the council approve an expenditure of (approximately) £650 for a new laptop and £189 for a new monitor and carry case. (AC) proposed and (PC) seconded and all Cllrs agreed.

**19.054 Resolved:** The Parish Council approve the purchase of new IT equipment for Clerk (lap top, Monitor, carry case at an approximate value of £850.

Contact (KB) for meeting date for Quarry Road sub-group.

Meeting closed at 21.20 pm

**The next Council Meeting is on  
Monday January 20<sup>th</sup> 2020 at the Jubilee Hall**