

**Minutes of the Parish Council Meeting  
Held on 20<sup>th</sup> January 2020 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), Chris Casey (CC),

Graham Smith (Clerk)

**1. Apologies for Absence**

Alan Davies (AD), PCSO Will Price (Police), Keith Burchell (KB) (SGC).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Two members of the public attended the meeting specifically to raise their concerns relating to the damage to verges surrounding the Cross Hands play area by the developer and the aging play equipment within the parks. The Parish Council intentions with regard to future parks development were requested. (AC) responded by stating that a working group had been set up for that purpose and invited the participating public to join. One of the two volunteered to join and (Clerk) confirmed that they would be invited to the next meeting of the working group. (AC) informed (CC) of working group and asked if Children of St Helens primary school be willing to be consulted upon equipment choices. (CC) would feed this back to the school.

Shirley Whyte (SW), Community Forum and Litter Busters member requested that the Parish Council consider tree planting on Parish Council land in view of Climate Emergency declaration. She had attended a SGC Council presentation and was looking at the possibility of receiving stock from the Woodland Trust in November for planting at year end. (SW) also confirmed that she had obtained volunteers and assistance from members of the Methodist Church and would be addressing the Community Forum as this would be a Community Forum activity thus ensuring that it was covered by PC / Forum insurance. (SW) asked the Councillors to consider locations for tree planting.

(Clerk) informed Cllrs that he was to attend a Town & Parish Council Forum meeting on Wednesday 22<sup>nd</sup> where this subject would be discussed and to obtain feedback of councils' strategy relating to this.

(MR) pointed out that it would also be worth placing information in the Helmet / Website to encourage residents to plant in private space and landowners of larger spaces. A site opposite Marlwood School had been identified however this was within Olveston Parish council ward and requested that (Clerk) make contact to discuss. Councillors and volunteers should also consider how the young tree saplings receive water during prolonged dry periods of weather.

**F200120-1:** Discuss with Olveston Parish Council the possibility of tree planting opposite Marlwood School.

**Action to (Clerk)**

The Parish Council recognise their part to play in the Climate Change Emergency and all agreed that this was appropriate action to take. (PC) proposed that the Parish Council commit £500 toward the project. (AC) seconded and all Cllrs unanimously agreed.

**19.054 Resolved:** To set aside £500 toward tree planting initiatives within the Parish.

(MRV) asked (MR) what the intentions of SGC was in relation to the destruction of Vilner lane Wood a 3 acre leafy treasure in Thornbury that provides a vital wildlife corridor from hedgerows and fields into the town, to which (MR) replied that he was not in the position to speculate SGC Council's decision on the future of the Woodland.

## 5. Minutes from previous meeting

Minutes of the previous meeting had been circulated with the agenda papers and Cllrs agreed that this was an accurate representation of the meeting.

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

## 6. Review and Recommendations from Planning Committee

- 6.1. (Meeting – 16<sup>th</sup> December & 6<sup>th</sup> January) Cllr Anne Curtis reported on the meetings as detailed within the Planning meeting minutes. (MF) raised the fact that the Bromford application had been submitted so extra public participation could be expected at the next planning meeting.

## 7. Financial Matters

- 7.1. Finance Report Dec 2019

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

**19.056 Resolved:** The financial reports for December 2019 as presented were accepted as accurate.

## 8. Representatives Reports

- 8.1. Other Council Responsibilities

### Playing Fields and Open Spaces (AC)

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

(Clerk) gave an update on progress relating to the installation of new play equipment at the Lime Kiln Play area. He had met with two companies who supply equipment and will be obtaining two further meetings / quotations. (Clerk) suggested that the working group visit sites where companies have installed similar equipment to get an idea of what is available. Councillors agreed and requested that he contact the working group when ready for a further meeting.

### Footpaths & Allotments (PC)

(PC) reported that all was quiet at the allotments. (Clerk) informed Cllrs that he had obtained enquiries from two prospective allotment holders.

- 8.2. Police Matters

(Clerk) informed Cllrs that he had introduced himself to the new beat officer for Severn Vale and that he would arrange a meeting with (AC) and (JG) prior to the next Parish Council meeting.

- 8.3. South Gloucestershire Council

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

(MR) informed Councillors that a new report link was available on the South Glos. website to report pot holes and requested that residents be made aware.

The installation of the Down Road bund will take place on the week commencing 17<sup>th</sup> February and would take at least one week and may stretch into two. Traffic lights will be in place for the duration of the installation.

Answering the request if money was available from South Glos Council to pay toward the installation of new play equipment (MR) stated that no grant funding was available however, money may be available through the money obtained to South Glos Council for the development at Costers Close and he emphasised this is not the CIL money which is automatically available to Alveston Parish Council but rather a pool of money from the development available for infrastructure within the area.

(MR) informed Cllrs of a current SGC consultation relating to admission arrangements in Schools and that he would send to Councillors the pertinent information as it relates to the schools within the Parish.

(MRV) raised concerns that the meeting agreed with Keith Burchell and SGC Traffic & Highways officers had not yet taken place nor was there any sign that it had been organised. (MR) stated that Highway Officers had requested a meeting individually with (KB) and himself and the conclusion was that officers were at a loss as to know what to recommend and were happy to listen to recommendations from the public to consider. Councillors agreed that an urgent meeting was required to meet on site and requested that (MR) action this request.

**F200120-2:** Organise an onsite meeting to include SGC district Councillors ((MR) & (KB)), SGC Highways Officers and (AC) & (MRV) (Alveston Parish Council Councillors) at Quarry Road.

**Action to (MR)**

8.4. **St Helens School**–

(CC) informed Councillors that she had just heard that St Helens had received an “Outstanding” Ofsted report.

(MR) informed Cllrs that SGC had been recording speed levels of cars travelling past the school at peak times. It was generally considered that parked cars, whether parked illegally or not act as an automatic traffic calming measure. (MR) will organise a further meeting with Rob Wiltshire (SGC) and Councillors to discuss issues further.

8.5. **Alveston Community Forum**

(MF) reported to Councillors that the Forum organised Repair Café will be taking place Saturday 15<sup>th</sup> February.

8.6. **Jubilee Hall**

No report however, (PC) expressed his concern relating to how the quality of work from the contractor responsible for outside paintwork be measured. (MF) stated that this was the remit of AJHMC, the Parish Council are only responsible for supplying the Grant Funding as resolved at the Parish Council meeting of 16<sup>th</sup> December 2019.

9.7. **Youth Centre**

No report as (AD) was absent. Councillors requested that (Clerk) ask (AD) for any updates.

**F200120-3:** Request updates of activities of the Youth Centre from Cllr Alan Davies.

**Action to (Clerk)**

**9. ASB & Police Liaison**

(AC) stated that drug selling and abuse continues in Alveston. (Clerk) commented that he had hoped that Police Officer Will Price would be able to attend the meeting and hence it was placed as an agenda item. (Clerk) asked Cllrs if a meeting should be arranged with Mr Price prior to the next meeting. (JG), (AC) and (MR) agreed to attend a pre meeting when available.

**F200120-4:** Organise a meeting with PCSO Will Price prior to the next Parish Council meeting.

**Action to (Clerk)**

**10. Authorisation of Payments**

10.1. Payments authorisation 6<sup>th</sup> January (out of meeting by Paul Caddick & James Sumner)

Details	Chq. no	£
Grounds Maintenance contract	3137	1170.00
Photocopy & Print	3138	33.00
Repairs to Safer Surfaces	3139	3602.40
Green Waste bin empty (Oct/Nov)	3140	24.48
Date Protection Fee	3141	40.00
Grant Order – 19-006 &19-009	3142	217.90
Annual Software Maintenance	3143	145.20

Details	Chq. no	£
Clerk – Annual Subscription	3144	180.00
Total Payments		£5,412.98

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

Details	Chq. no	£
Salary – Inspect / Sweep	3145	228.70
Clerk – Salary & Expense	3146	1268.87
Salary – Cemetery Caretaker	3147	117.01
Qtr 3 Tax & NI Payments	3148	611.16
Clerk Laptop & Carry case	3149	609.90
Grant Aid – Replacement Net	3150	340.80
Grant Aid – Exterior Painting	3151	2,750.00
Total Payments		£5,926.44

## 10.3. Recent Receipts – December / January

Details	Ref.	£
Wayleave Payment	Inc3070	77.37
VAT Repayment	DD	2278.13
Total Receipts		£2,355.50

**19.057 Resolved:** That all receipts and payments presented to the PC meeting on 20<sup>th</sup> January 2020 were accepted.

**11. Correspondence**

(Clerk) highlighted that the correspondence he had received had been covered within the meeting.

**12. Website / Helmet**

CLLrs requested that (clerk) place pertinent information from the meeting onto the website and Alveston.org which is to include details of; link to SGC website relating to Pot Holes, list APC recent Grant payments and the resolution to support tree planning within the Parish.

**15. Any Matters the Chair Considers Urgent and confidential items.**

Meeting closed at 21.05 pm

**The next Council Meeting is on  
Monday February 17<sup>th</sup> 2020 at the Jubilee Hall**