

**Minutes of the Parish Council Meeting
Held on 15th June 2020 at 7.30pm by means of Zoom Virtual Software.**

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

Graham Smith (Clerk), James Sumner (Meeting Host on "Zoom")

(MF) informed all participants that the meeting was being recorded on "Zoom" software and will be retained until the minutes are published whereupon it will be deleted.

1. Apologies for Absence

John Graham (JG).

2. Declaration of Interests

None

3. Public Participation

One member of the public logged into the meeting, Mr. Malcolm Evans who stated that he was the Clerk to Olveston Parish Council who wished to observe the meeting as Olveston PC will conduct their first "Zoom" meeting next week. He also stated that he had networked with Alveston Clerk with the view of working more closely together to mutually cover during Clerks absence and holidays.

4. 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. (MF) requested an update on (Clerk) action relating to progress with signatory update with Parish Council banks. (Clerk) stated that signatories had been gathered and submitted to both banks. A reply had been received from one bank and the submission is progressing and (Clerk) is still waiting a reply from the other bank.

(MF) confirmed that he would deliver the Enover agreement for Grant Funding for AJHMC to (Clerk) for filing.

20.006 Resolved: The minutes of the Parish Council meetings held on Monday 18th May 2020 were accepted.

(Clerk) stated that the minutes would be delivered to Chair for signing.

5. Review & Recommendations from Planning Committee.

(AC) reported on the meetings as detailed within the Planning meeting minutes 18th May 2020.

P20/07483/F - Land at Forty Acre Lane

Public submitted comment to the committee and 3 councillors were against and 1 for The Plans for a cafe and shop on Alpaca Farm 40 Acre Lane. The consensus was that although the Committee were not against new business there were concerns relating to various safety aspects such as the busy road junction and safety of people crossing and requested that restrictions be put in place

P20/06620/O - Alveston House Development

The council opposed this development on the grounds of it was an inappropriate development for the area and that there was no allowance for affordable housing. The committee urged the owners to utilise the existing building (an important one to the village) as affordable housing.

P20/06112/F - Land at 18 Greenhill Down

The committee objected to this on safety grounds as it was feared that the development would cause visibility problems for oncoming cars on the bend and from cars exiting from proposed parking provision.

Permissions granted and refused applications that had been decided upon by SGC were not commented on by the committee due to lockdown and the lack of planning meetings. The new house proposed in 40 Acre Lane which was refused was the same conclusion reached by the committee.

6. Finance Matters Arising

Annual Financial Statement and April Accounting Statement had been pre-circulated to Cllrs. (JS) stated that he reviewed both documents and recommended they be accepted as true and accurate by the Council.

20.007 Resolved: The financial reports for April 2020 as presented were accepted as accurate. The Parish Council Annual Finance Report 2019/20 as presented were accepted as accurate.

7. South Gloucestershire Council Matters

(MR) presented an update as per the pre-distributed report.

- 7.1. Covid 19. South Gloucestershire Council (SGC) set up a dedicated web site, including how SGC would work with the many support/local support groups that were formed. It also gives details of how local residents could contact their local help group. Weekly virtual meetings are taking place between SGC officers and these support/help groups. (MR) expressed thanks to the Alveston Community Action Group that were quickly up and running, covering every road in the village and helping the wider parish by greatly supported those who needed it. The South Glos. web site also gives details of help and support to local businesses and residents who need financial help.

SGC now are holding meetings virtually. Two Cabinet meetings have taken place, a Scrutiny Commission meeting and a Planning Committee meeting, with more taking place over the next few weeks.

- 7.2. Climate Change Action Plan and other related papers can be viewed on the S. G. Council website.
- 7.3. The only SGC consultation relevant to the Alveston Parish is the new SGC Council Plan, (A high level four year plan for the area), with four priorities. Consultations closes on the 26th July.
- 7.4. Down Road Bund was reseeded about 6 weeks ago. It is not the best time of year to seed it as the low summer rainfall will not help germination. Upon inspection it was evident that no seeds had germinated. It will continue to be monitored as the rain over the weekend and rain forecast for the week ahead might start germination. It may need reseeded in the Autumn.
- 7.5. Road resurfacing. Rosewood Avenue has been resurfaced recently and Old Gloucester Road will be done within the next 3-4 weeks.
- 7.6. SGC continue to log highway issues as they are identified and as residents report them.

(JS) enquired relating to the impact Covid-19 and the impact that furloughing has had upon the performance of SGC to fulfil their obligations.(MR) responded by stating that there were issues at the beginning of the crisis where services had to be cut both through the lack of staff and government guidelines however, many staff are multi-skilled and able to move into jobs where labour was short. As time has progressed and restrictions eased services are slowly returning back to normal as far as possible.

(PC) expressed concerns relating to the closure of Thornbury High Street and the impact this will have on businesses and whether this is a permanent change to the High Street or whether it is only during the coronavirus crisis. (MR) stated that currently it was only during the crisis however, if the decision was made to consider a permanent pedestrian High Street a full public consultation would be implemented. The thinking behind the closure during the crisis is to ensure a safe 2m distance for shoppers as "pinch points" exist in the High Street where it is difficult to implement the 2m rule if the road was still in use. (MR) also stated that the closure of the High Street would benefit commercially and the safe occupancy of Pubs and Restaurants if they were to extend their facility by placing tables and chairs on the High Street for outdoor safe drinking and eating. (MR) stated that it is an experiment and will take a couple of weeks to see the effects & results.

(AD) stated that shoppers found it difficult to stay for any length of time due to the lack of available toilet facilities.

(MRV) requested to (MR) whether it was possible to re-organise the meeting relating to the parking at Quarry Rd. with Bromford that was cancelled at the beginning of lockdown. (MR) stated that he

would contact Rob Wiltshire at SGC and stated that he would not have an issue with attending a virtual meeting with Bromford. (Clerk) stated that he would contact the representatives at Bromford and report back.

(MR) related also that some trees had been removed at Quarry Rd. due to ash dieback.

F200615-01 Contact Bromford to enquire / organise a virtual meeting with (MRV), South Glos Council to continue discussions relating to parking on Quarry Rd and the impact the Bromford development would have upon this issue.

Action to (Clerk)

8. Review of Internal Audit Report

The internal auditors report had been pre-circulated to Cllrs and (Clerk) reviewed the auditor's comments with Councillors confirming required follow up actions as a result of the report, these being a review of Financial Regulations and reviewing a strategy for the ongoing expenditure of reserves.

F200615-02 Place on the agenda a review of Financial Regulations for the next PC meeting.

Action to (Clerk)

F200615-03 Place on the agenda an item for councillors to discuss a strategy relating to the expenditure of excess reserves.

Action to (Clerk)

(JS) proposed that the auditor's report be accepted by the Council (PC) seconded and all Cllrs agreed to accept the report.

20.008 Resolved: The Internal Auditors report for 2019/20 as presented is accepted.

9. AGAR Section 1 – Annual Governance Statement

(AC) proposed that the Annual Government statement be approved (MRV) seconded and all Cllrs unanimously accepted and approved the statement.

20.009 Resolved: The Annual Government statement is approved by the Parish Council.

10. AGAR Section 2 – Accounting Statements

(AC) proposed that the Accounting statements be approved (JS) seconded and all Cllrs unanimously accepted and approved these statements.

20.010 Resolved: The Accounting statements are approved and accepted by the Parish Council.

(MF) requested an update on the previous year action on the internal Auditors report relating to continuity in the absence of (Clerk). (Clerk) confirmed that Malcolm Evans (Clerk to Olveston PC sitting in on meeting) and he had agreed to work together to ensure that mutual continuity is in place for both Olveston and Alveston Parish Council. (JS) requested feedback on progress at the next meeting.

(Clerk) informed Cllrs that the copies of the AGAR will be published on the website. The Public Rights notice will also be displayed on the Website and also Parish Notice boards.

(Due to poor connection on "Zoom" with (MF), (JS) took over as Chair of meeting, (MF) remained in meeting via voice contact.)

11. Response to Community volunteering during the Coronavirus Pandemic

(MF) requested that Councillors consider the excellent work that members of the community have done during the pandemic and the wonderful response in the early days and their continued commitment and asked the Council to think of a suitable way to thank the community volunteers. (AD) stated that a written response to thank the volunteers should be submitted to the Helmet and the Gazette. (JS) suggested the website too. (Clerk) suggested a symbolic thank you to remember this situation as a reminder in years to come such as the erection of a stone, plaque etc. (MF) asked councillors to consider a thank you which would involve utilising the community grant and suggested he put together a plan and list proposals available.

F200615-04 Establish contact with the volunteer coordinator / chairman to discuss.

Action to (MF)

12. Future of Chair & Vice Chair

(MF) reminded councillors that both he and (JS) will be standing down as soon as possible and asked councillors how they propose to ensure continuity. (AC) confirmed that (Clerk) will be the continuity. (Clerk) reviewed the process of electing Chair and Vice chair and recognised that the standard procedure was not an option during Coronavirus due to the inability to hold an annual meeting of the Parish Council but would be able to select a chair at each ongoing virtual meeting should the Chair and Vice Chair resign prior to the resumption of physical meetings. (AC) stated that Councillors would appreciate Chair and Vice Chair continuity during the crisis period. (Clerk) stated that he would hope the ability to hold a physical meeting would be reinstated by September and with the August recession there are no onerous tasks predicted for councillors within the next couple of months.

13. Update on installation of Play Frame

(AC) informed Councillors that a meeting with Proludic and (Clerk) is scheduled for Wednesday 17th at 10AM and invited (AC) and (JS) to attend of which (JS) apologised due to work commitments but (AC) confirmed her attendance. (Clerk) confirmed that he would update councillors on progress.

(MF) reminded Councillors that a decision is required with regard to the field hire fee for the season to be invoiced to the Alveston Cricket Club. (AC) confirmed that the Cricket Club requested that Councillors consider what they intend to do with this seasons charges. (Clerk) updated councillors that there was no activity at all from the Cricket Club on the playing field and suggested that councillors consider waiving the season's charges. (AC) proposed that the fee be waived. (MR) seconded and all Councillors unanimously agreed.

20.011 Resolved: The Parish Council agree to waive the field hire charges to the Alveston Cricket Club for the 2020 season.

14. Authorisation of Payments

14.1. Payments authorisation during June (out of meeting – N/A)

Details	Chq. no	£
N/A		

14.2. Payments Authorised:-

Details	Chq. no	£
Grounds Maintenance Contract	3191	1170.00
Photocopy & Print	3192	36.30
Litter Bin Empty	3193	71.57
Salary – Inspect / Sweep	3194	407.80
Clerk – Salary & Expense	3195	1335.99
Salary – Cemetery Caretaker	3196	124.51
Refurbishment Grant – Ref 20.004	3197	7500.00
Total Payments		£10,646.17

14.3. Recent Receipts – April

Details	Ref.	£
Annual Allotment Rent	DD	29.75
April Precept	DD	27,345.00

Details	Ref.	£
CIL Receipts	DD	8,683.39
Total Receipts		£36,058.14

20.012 Resolved: That all receipts and payments presented to the PC meeting on 16th June 2020 were accepted.

15. Correspondence

(Clerk) stated that he had received an email from a metal detectorist requesting permission to detect the council owned fields. Should Councillors consider and approve the request agreements are required to pre-agree financial benefits should treasure trove be discovered. (AD) stated that he would not agree to this as the damage to the field could be considerable. (AC) felt that more information is required and requested that (Clerk) place this as an agenda item for consideration at the next standard Parish Council meeting (not virtual) and to invite the detectorist to the meeting to further explain his proposals. (MR) suggested that (Clerk) contact ALCA.

F200615-05 Place on the agenda for the next "face to face" PC meeting an item to discuss the request to Metal Detect on PC land and invite the detectorist and consult ALCA for any past experience on this matter.

Action to (Clerk)

16. Website / Helmet

(Clerk) confirmed that relevant items from this meeting to be uploaded.

17. Any Matters the Chair Considers Urgent

(MF) stated that the notice board at the Parade was damaged and had requested that (Clerk) seek to repair this. (Clerk) stated that members of the Community Forum had repaired the board and thanked them on behalf of the Parish Council. (MF) enquired if (Clerk) could research into costings and availability of notice boards to replace the current board.

F200615-06 Research notice boards and report

Action to (Clerk)

Meeting closed at 21.06 pm

The next Council Meeting will be advised.