

**Minutes of the Parish Council Meeting
Held on 20th July 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), John Graham (JG),
Cllr. Matthew Riddle (MR) (SGC),

Graham Smith (Clerk) / (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

Keith Burchell (KB) (SGC).

2. Declaration of Interests

None

3. Public Participation

One member of the public logged into the meeting stating that he only wished to observe.

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.

(Clerk) updated Cllrs about continuity planning stating that due to Covid-19 issues this has not progressed nor is likely to until (Clerk) can hold face to face meetings.

20.013 Resolved: The minutes of the Parish Council meetings held on Monday 15th June 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 15th June & 6th July 2020.

6. Finance Matters Arising

6.1. Finance Report May 2020

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

20.014 Resolved: The financial report for May 2020 as presented were accepted as accurate.

6.2. Revised Financial Regulations

(JS) stated that the distributed financial regulations are updated to consider changes to allow online banking. (Clerk) confirmed that there were no comments from Cllrs relating to the changes, (JS) proposed that the revised Financial Regulations be adopted. (JG) seconded the proposal and all Cllrs unanimously agreed.

20.015 Resolved: The revised Parish Council Financial Regulations were approved and adopted by the Parish Council.

6.3. Review of Parish Council Reserves.

(JS) stated that there is no specific action currently. (MF) suggested an overview to be undertaken as this is a repetitive item. (JS) stated that applications for grants have been approved. (AC) stated that playgrounds need to be analysed (Clerk) confirmed outstanding investment required for litter bins as raised at previous meetings and that the Like Kiln Play area requires re-surfacing. (AC) reminded Cllrs that the Jubilee Hall is due a refurbishment.

7. Representative Reports

(Clerk) informed Cllrs that Michael Casey (AJHMC) requested to attend the meeting to update Cllrs relating to the opening of the Jubilee Hall. (Clerk) advised Cllrs that he had spoken with Mr. Casey and forwarded him details relating to other councils that had opened halls and a pro-forma risk assessment used by other councils who had similar. (Clerk) was not aware why Mr Casey was not at the meeting but assumed all information provided was satisfactory.

(AD) updated Cllrs with the Treasurers report for the Alveston Youth Centre.

8. South Gloucestershire Council Matters

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

8.1. Covid 19.

South Gloucestershire Council (SGC) has set up a dedicated part of its website for C19 related matters. This includes how SGC is working with the many local support groups that were formed. It also gives details of how residents can contact their local support group. (MR) expressed thanks indeed to the Alveston Parish that quickly got up and running, and greatly supported those in need. The web site also gives details of help and support available to local residents and businesses. South Glos. Council continue to be active in helping individuals, local businesses and community groups get the support they need during this difficult time.

8.2. SGC are holding meetings 'virtually' using Microsoft Teams. Last week the Council completed the second full COUNCIL meeting.

8.3. The Climate Change Action Plan for this year was agreed at the May Cabinet meeting.

8.4. SGC Consultations. District Councillors believe the current consultations which will be of interest to Alveston Residents and Alveston Parish Council, are:

8.4.1. The SGC new Council Plan closes on the 26th July. It is a very high level, four-year plan for the area, with four priorities.

The following have a deadline for responses of 18th October:

8.4.2. CIL and Section 106 Planning Obligations.

8.4.3. Householder Extensions Supplementary Planning Guidance.

8.4.4. Statement of Community Involvement 2020.

8.4.5. Barn Conversions Supplementary Planning Guidance

8.5. Road resurfacing. Old Gloucester Road and parts of Thornbury Hill have recently been repaired and resurfaced. Resurfacing work will be carried out on New Lane at some stage in this financial year.

8.6. S.G.C. continue to log highway issues as they are identified or as reported. Problems such as potholes, broken signs, ASB, fly tipping etc, can all be logged via the SGC website.

8.7. Changes to Thornbury High Street have been necessary because of C19. Cllrs can forward their comments via an email link.

(MR) updated Cllrs on issues within 40 Acre Lane stating that Streetcare have potential solutions relating to vehicles and parking at the junction to A38 and also considering actions for further down 40 Acre Lane. Suggestions to be considered are painting lines either white or double yellow noting that double yellow lines require a traffic order, consultations etc. This will be under review with other Alveston village "double yellow line" priorities. A more detailed update will be available to Cllrs once decisions are made and solutions can be confirmed. (MR) recommended Cllrs analyse the consultations and review.

(Public Participant left the meeting at this point in the proceedings)

9. S.G.C – Consultation Council Plan 2020

(MF) raised the question to (MR) as to what the role of Parish Councils are within the plan?

(MR) responded stating that Town & Parish Councils are important consultees relating to any activities from the District Council. The details of this consultation are broad ranging and there is

little that the Parish Council could disagree with. Cllrs agreed that there were no points the Parish Council wished to raise for this consultation.

10. Parish Notice Boards

(Clerk) informed Cllrs that a large choice of notice boards exist on the internet. After examining the condition of both Parish notice boards (Clerk) concluded that the Greenhill board was fit for purpose but the Rangeworthy board is in a dilapidated condition. (Clerk) requested from Cllrs to allow a specific sum to replace the board and allow (Clerk) to enable the replacement without having to return for approval from council. (MF) suggested that (Clerk) write to Rudgeway residents to gather information to analyse how many local residents read the notice board to ensure the council is spending the money correctly. (Clerk) informed (MF) that the necessity for the notice board is to fulfil legal obligations relating to audit and the exercise of public rights.

(AC) proposed that the Council purchase a new notice board for Rudgeway / Earthcot residents. (MRV) seconded.

(JS) requested an estimate of cost to which (Clerk) perceived he could purchase and install a new board to a budget of £750. Councillors approved the installation and cost.

(AD) advised (Clerk) that a carpenter could build a notice board and install.

20.016 Resolved: The Parish Council approve (Clerk) to purchase and install a notice board at Rudgeway with a budget of £750.

11. Update – Installation of Play Frame

(AC) requested that she present a PF & OS report at this juncture. (Clerk) apologised for missing it from the agenda at the representative report stage.

- 11.1. Cricket Club - Martin Wistow of Alveston Cricket Club wrote advising that they are able to play again from 18th of July. (Clerk) will generate a pro rata invoice for the period of use of the field. He also informed Cllrs that their practice area was finished all bar tidying up surrounding area which they intended to do forthwith. Netting had been ordered and thanked the Parish Council for their grant which enabled them to purchase this.
- 11.2. Lime Kiln Play Area - Proludic are progressing well with the installation of the new play equipment (Clerk) is pleased with the way Proludic and their sub-contractors have worked onsite. The next job is the concreting of the play frame into the holes to permanently fix the frame to the ground. (Clerk) was advised that the safer surface will be installed by the end of the week. (Clerk) advised Cllrs that he requested the grounds maintenance contractor to perform a complete de-weeding of the area. Proludic give advice on the re-surfacing of the area outside the safer surfaces.

Proludic provide plates which can be engraved and permanently placed upon the equipment. It may be opportune for Cllrs to display a "thank you" during covid, message to the children of the parish and add this permanently to the equipment. As per discussed at previous meetings.

(Clerk) stated that he was pleased with the overall attitude of residents during the current crisis and there have been very few examples of severe littering or anti-social behaviour and thanked residents for their respect.

- 11.3. Cemetery - Councillor Reeve reported a problem with the cemetery water butt as it needs a lid. (Clerk) investigated and agreed that a lid and tap would be advantageous if a new butt were to be installed. The problem is that the odd job person is self-isolating. (JG) volunteered to install butt if required.

(MF) asked (Clerk) if there are any additional procedures and checks that need to be implemented to the play areas now that they are opened? (Clerk) advised Cllrs that the Lime Kiln Play Area remains closed due to the installation of the new equipment. For the Cross Hands he had installed notices as per the recommendations of NALC and the notices are those that have been installed onto SGC play areas. Details of actions residents need to observe when using play areas have been published on the website. (Clerk) advised Cllrs that employee risk assessments relating to

Covid-19 are not required by Councils with fewer than 5 grounds staff however, (Clerk) had prepared a risk assessment all the same which would cover him during his duties. He requested that Cllrs note that Mr Painter remains off duty as he is over 80 and that (Clerk) would continue cover in his absence.

12. Update – Quarry Rd. Parking Subgroup

(MRV) updated Cllrs as per the pre-distributed minutes of the sub-group dated 2nd July 2020.

(Clerk) informed Cllrs that SGC had kindly agreed to assist and to advise regarding highway details and to draw plans of proposals. (Clerk) had met with (MRV) to establish where exactly Bromford land is located and potential areas where new parking spaces may be established with a view to discussing with SGC prior to the next meeting with Bromford.

(MF) requested that the Parish Council re-engage with regard to the St Helens' parking sub-group. (MR) informed Cllrs that SGC were researching into closures of roads as part of the Covid-19 arrangements outside schools and assessing the effectiveness of this policy and are looking at St Helens as part of the project.

13. Footpath Diversion – 40 Acre Lane

SGC footpaths requested that whether the Parish Council have a view relating to this requested diversion and sought feedback from the Council to pass onto "Footpaths" at SGC. (AC) understood the reasons for the diversion as it goes through farmyard and through a cattle field. (JG) added that it was correct to divert around farmyard activities not just for privacy but for H&S reasons, (MR) agreed as often walkers find it may be intrusive which would deter walkers using the footpath. Parish Cllrs agreed that there were no objections to the diversion.

14. Authorisation of Payments

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

Details	Chq. no	£
N/A		

14.2. Payments Authorised: -

Details	Chq. no	£
Grounds Maintenance Contract	3198	1170.00
Photocopy & Print	3199	36.30
Qtr – Tax & NI	3200	982.34
Salary – Inspect / Sweep	3201	233.40
Clerk – Salary & Expense	3202	1452.21
Salary – Cemetery Caretaker	3203	124.31
Internment of Ashes – 1/7/20	3204	80.00
ROSPA remedial work	3205	599.64
Total Payments		£4,678.20

14.3. Recent Receipts – May

Details	Ref.	£
Memorials – Plot 31 / Plot 81	Inc3074	137.00
Internment – Plot 40	Inc3190	164.00
Internment – Plot 43	Inc3191	99.00
Total Receipts		£400.00

20.017 Resolved: That all receipts and payments presented to the PC meeting on 20th July 2020 were accepted.

15. Correspondence

(Clerk) informed Cllrs that there were two items of correspondence relating to 40 Acre Lane each from residents with conflicting points of views, one referring to being in favour of parking down the lane the other against. This is for Cllr information as this issue falls outside the remit of the Parish Council. (MR) confirmed to Cllrs that the land belongs to South Glos.Council as highway land and would be liable if damage or injury was caused by the stones therefore the council policy is to ask residents to remove the stones. This policy is to make it fair for everybody and to ensure the stones remain removed.

(Clerk) stated that he had received an email from a fitness instructor wishing to use the Jubilee or Lime Kiln Field for purposes of instruction and requested that Cllrs consider the request. (MRV) enquired if the instructor were to use amps / microphones. (JG) asked if the council would be liable for any injuries occurred. (MF) asked if there are any by-laws relating to commercial operation. (AC) concerned that there may be parking issues. (JS) stated that exercising is positive and it was only due to the risk assessment that the numbers were quoted and it would be unlikely that the numbers would be that great and there are positive health benefits. (MRV) was aware that she runs fitness instruction locally and suggest that this is an issue during the Corvid crisis as the park will allow social distancing. (AC) confirmed this. (Clerk) confirmed that he will obtain this information and (Clerk) suggested that he attend the first class to meet the instructor and clarify all points mentioned.

F200720-01 – Advise instructor that she is unable to use music, amplifiers and microphones and to visit on first class to ensure that instructor complies with instructions.

Action to (Clerk)

16. Website / Helmet

(Clerk) informed Cllrs that the Helmet is not printing and posting due to Corvid and a link to the "Virtual Helmet" has been set up on Alveston.org. (Clerk) thanked (JS) for setting up the website and his assistance in guiding (Clerk) in how to use it.

(Clerk) suggested that he will update the website when the play frame is installed. (Clerk) informed Cllrs that Proludic supply items for an opening ceremony and asked Cllrs if they were prepared to have some kind of public opening for the playframe. All Cllrs agreed and requested that (Clerk) investigate.

F200720-02 – Investigate options for a public launch of the new play frame.

Action to (Clerk)

17. Any Matters the Chair Considers Urgent

(MRV) had received emails from residents asking the Parish Council to preserve the Blue Plaque at the Alveston House hotel when / if it is demolished and to consider its' relocation.

Request that (Clerk) pursue this.

F200720-03 – To investigate how the Blue Plaque may be recovered by Council.

Action to (Clerk)

(AC) confirmed that Planning meetings will be called in August only if there are urgent cases.

Meeting closed at 21.28 pm

**The next Council Meeting will be 21st September.
(Location to be advised)**