

**Minutes of the Parish Council Meeting
Held on 21st Sep 2020 at 7.45pm by means of Zoom Virtual Software.**

Present: - Cllrs John Graham (JG) (Chairman), Anne Curtis (AC), Alan Davies (AD), Marion Reeve (MRV), Paul Caddick (PC).
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

None

2. Declaration of Interests

None

3. Public Participation

(Clerk) informed Cllrs that he was expecting two members of the public to join the meeting at 8.15 both with a view to being co-opted onto the Council, these being Lisa Emerson and Valerie Williams who will be giving a 5 minute talk and then the Council to proceed through the co-opting process.

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.

20.018 Resolved: The minutes of the Parish Council meetings held on Monday 20th July 2020 were accepted.

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

5. Co-opting Process

This item was rescheduled to after agenda item 9.

(Clerk) requested that Valerie Williams be adjourned to the waiting room while Lisa Emerson gave a five-minute presentation as an introduction to Councillors.

(Clerk) read out to Cllrs Ms Emerson's introductory letter then an introduction followed.

(AC) proposed that Ms Emerson be co-opted as a Councillor (AD) seconded and all Cllrs unanimously agreed.

20.022 Resolved: Lisa Emerson is co-opted as Parish Councillor.

(Clerk) read out to Cllrs Ms Williams introductory letter then an introduction followed.

(AD) proposed that Ms Williams be co-opted as a Councillor (AC) seconded and all Cllrs unanimously agreed.

20.023 Resolved: Valerie Williams is co-opted as Parish Councillor.

(Clerk) confirmed that he would deliver all the necessary legal papers required for signature and filing / posting to SGC.

6. Review & Recommendations from Planning Committee.

(AC) reported on the meetings as detailed within the Planning meeting minutes for 20th July & 7th Sep 2020.

7. Finance Matters Arising

7.1. Finance Report June / July 2020

(Clerk) stated that he had distributed reports and reconciliations for June & July. (AC) proposed that the finance reports be accepted (MRV) seconded and all Cllrs agreed.

20.019 Resolved: The financial report for June & July 2020 as presented accepted as accurate.

7.2. Community Infrastructure Levy Return.

(Clerk) informed Cllrs that SGC require the CIL return for the period 2019/20 and that no CIL money was spent during this period therefore a NIL return be adopted. CIL money had been spent for 2020/21 in June for the Grant for the Jubilee Hall toilet refurbishments and this would be submitted in next years' CIL return

20.020 Resolved: The Parish Council approve the submission of a NIL return for CIL for 2019/20.

(Clerk) reminded (MR) of his action to pursue SGC for CIL money to be put toward the new play frame in the Lime Kiln play area.

7.3. Bank of Ireland.

(Clerk) informed Cllrs that the Unity Trust account is fully set up and that the money that lies within the Bank of Ireland account can all be transferred apart from a small amount to keep the account open for a period of a few months to ensure all DD's and DCR's have also been transferred to Unity Trust. (Clerk) confirmed that the main Precept Payment and CIL monies from SGC has been arranged so as to be transferred to Unity Trust current account in future.

(AC) proposed that all monies bar £100 be transferred to Unity Trust from Bank of Ireland (PC) seconded and all Cllrs agreed.

20.021 Resolved: All monies with the exception of £500 be transferred from Bank of Ireland to Unity Trust (Current Account).

8. Representative Reports

(AC) submitted the Playing Fields and Open spaces report by email in advance for Councillors to review.

The new play equipment at the Lime Kiln Field is being well used and appreciated by the younger members of our community. Interestingly (Clerk) tells me that it is designed to be both safe (the younger users cannot get through to the side designed for older children and to encourage all users to take risks. We have apparently recently discouraged risk taking and have a generation of children growing up without taking risks. The thinking has now changed.

The cricket club is back to playing on the pitch regularly and it's heartening to see this.

The hedges have been trimmed as far as possible by our Grounds Maintenance Contractors had trouble completing this due to parked cars opposite the school.

A local resident has volunteered to help keep the parks tidy and has met with (clerk) to agree tasks which do not conflict with the contracted responsibilities of the grounds maintenance contractor. It was decided that he upgrade the wildflower area by planting bulbs for Spring and then planting wildflowers later in the year. He will also be looking at the shrub bed in the cemetery and is contacting the committees of The Jubilee Hall and Youth Centre re the areas they are responsible for.

On 18th August, the Down Road Play park was closed because of suspected Covid contamination. I am in awe of the response by everyone involved with this, South Gloucestershire deep cleaning that day thus enabling the park to reopen on 19th August.

(PC) informed Cllrs that an allotment inspection had been carried out and that the allotments were looking exceptionally good. There was one issue with regard to a overhanging and rotten prune tree ((Clerk) informed Cllrs that it had been chopped down and taken away that day) and that issues relating to access had been resolved.

(Clerk) had organised an informal meeting with the committee members of the AAA and landowner to reassure plot holders of continuity when the land lease expires in a couple of years. (Clerk) informed Cllrs that he will enter discussions with the landowner in the spring with regard to the lease renewal and asked Cllrs to consider at the time of budgeting to set aside solicitor fees for this purpose.

9. South Gloucestershire Council Matters

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

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 residents could contact their local help group. Weekly virtual meetings are taking place between SGC officers and these support/help groups. The web site also gives details of help and support to local businesses and residents who need financial help. SGC now are holding many meetings virtually using Microsoft Teams. Three Cabinet meetings have now taken place, two full Council Meetings, a range of Planning Committee meetings and with more meetings taking place over the next few weeks.
2. SGC Consultations which are of interest to Alveston Parish are: - (the first four all have a deadline for responses of October 18th):
 - a. CIL and Section 106 Planning Obligations SPD
https://consultations.southglos.gov.uk/consult.ti/CIL_20/consultationHome
 - b. Householder Extensions Supplementary Planning Guidance
https://consultations.southglos.gov.uk/consult.ti/SPD_HH_20/consultationHome
 - c. Statement of Community Involvement 2020
<https://consultations.southglos.gov.uk/consult.ti/SCI2020/consultationHome>
 - d. Barn Conversions Supplementary Planning Guidance
https://consultations.southglos.gov.uk/consult.ti/SPD_BC20/consultationHome
 - e. Thornbury High-Street long-term plan/ future (Deadline January 31st 2021)
https://consultations.southglos.gov.uk/consult.ti/PT.6609_Thornbury_High_St._E.T.O/consultationHome
3. Road resurfacing. We are expecting New Lane, Itchington Road and Latteridge Lane to be resurfaced this financial year. These are being paid for by a successful funding bid by SGC to Government.
4. The planning application for new affordable homes off Quarry Road was passed last week. The Planning Committee have asked for a Local Liaison Group to be formed to include: Bromford, APC, SGC Ward members and residents, to look at the parking issues in Quarry Road (This formalises from SGC's end the active Working Group that has already been formed by APC.)
5. Climate Change Action Plan and other related papers can be viewed at on the SGC website. SGC have engaged local leading academics within the speciality in this area to advise and recommend an approach / strategy for SGC to adopt.
6. We continue to log highway issues such as blocked drains and pot holes, as we identify them or as residents report them to us. Streetcare issues, potholes, broken signs, fly tipping etc can all be logged at SGC at <https://www.southglos.gov.uk/general-information/online-services/report>

(Clerk) suggested that as items 2 a.-d. are requiring a response by 18th October that these should be placed on the Planning agenda for the Oct 5th meeting. Cllrs agreed.

F200921-01 – Place items 2a – 2d on the Planning Agenda scheduled for 5th October 2020.

Action to (Clerk)

SGC will be going out to consultation with the recommendation of placing double yellow lines on the junction of Forty Acre Lane and the A38 in order to prevent parking for safety reasons. Some residents have also requested Black and White reflector posts to be installed in the Council verge in front of their homes. This is to prevent over parking on the verges however so far the council has declined the request due to lack of resources as this is not a safety issue. (MR) has asked the Council to reconsider this issue.

10. Council IT Infrastructure

(Clerk) stated that Cllrs need to consider how the IT infrastructure within the Council be adopted after the resignation of Cllr James Sumner who played an integral part in upgrading Council IT arrangements. (Clerk) suggested that an outside contractor could be adopted on a consultancy basis.

At this point (AD) left the meeting.

11. Goal Posts

(AC) stated that new goal posts are required urgently as they may become a H&S issue. (Clerk) stated that it is within the field user agreement that the Parish Council provide goal posts which are fit for purpose. Grants are obtainable but generally for football clubs to apply for and TBCFC have agreed that they will pursue this. (Clerk) recommended that he ask the grounds maintenance contractor the pursue this as it is likely that he can obtain 20% off the retail price and estimated this to be £460 - £500 plus VAT but warned that there would also be a cost for installation of around £460.

(AC) proposed that the Goal Posts be purchased and installed (JG) seconded and all Cllrs unanimously agreed.

20.024 Resolved: Raise order for goal posts and installation with Prestige Grounds.

12. Authorisation of Payments

12.1. Payments authorisation during August (out of meeting – signed by (JS) & (PC))

Details	Chq. no	£
Grounds Maintenance Contract	3206	1170.00
Photocopy & Print	3207	36.30
Works Play Area & Jubilee Field 20-04	3208	480.00
Litter Bin Empty – June / July 2020	3209	71.57
Cemetery Water Supply	3210	17.38
New Play Frame & Installation	3211	36,331.58
Salary – Inspect / Sweep	3212	246.73
Salary & Expense Clerk	3213	1,349.23
Cemetery Caretaker	3214	124.51
Qtr -Broadband/Calls/Line Rental	3215	227.38
Total Payments		£40,054.60

12.2. Payments Authorised: - (Signed by (JG) & (AC))

Details	Chq. no	£
Grounds Maintenance Contract	1	1170.00
Photocopy & Print	2	36.30
Localism – July - September	3	1392.52

Details	Chq. no	£
Salary – Inspect / Sweep	4	407.80
Clerk – Salary & Expense	5	1368.24
Salary – Cemetery Caretaker	6	124.31
Bus Shelter Clean	7	252.00
Planning Conference Ticket	8	38.93
Cemetery Tree Inspection	9	125.00
Annual Subscription	10	36.00
Total Payments		£4,951.10

12.3. Recent Receipts – August

Details	Ref.	£
Total Receipts		N/A

20.025 Resolved: That all receipts and payments presented to the PC meeting on 21st September 2020 were accepted.

13. Correspondence

(Clerk) informed Cllrs that because of an introductory email he had met with a local resident who uses a wheelchair to discuss access around the parish. He had walked routes with the resident who identified potential black spots and noted the issues. (Clerk) noted that an obstructive pothole was present en-route which presented an obstacle to wheelchair users.

(AC) raised the concerns which the Parish Council continues to have in respect of Car users parking on pavements and causing an obstruction significant enough to cause pedestrians to go onto the road or disabled users to turn back.

14. Website / Helmet

(AC) requested that parking issues be placed into the Helmet.

15. Any Matters the Chair Considers Urgent

(MRV) stated that the bund looks extremely messy and makes the area unkempt. (MR) stated that the bund needs reseeding.

(Clerk) stated that budgeting will be discussed very shortly and requested that Councillors turn their mind for any additional projects or expenses that may be expected, such as new Councillor training, legal advice for the renewal of the allotments, IT infrastructure and to expect expenditure to be increased.

Grant application process is open for local community groups.

Meeting closed at 21.45 pm

**The next Council Meeting will be 16th November.
(Via virtual “Zoom” software)**