

**Minutes of the Parish Council Meeting  
Held on 19<sup>th</sup> Oct 2020 at 7.30pm by means of Zoom Virtual Software.**

**Present:** - Cllrs John Graham (JG) (Chairman), Anne Curtis (AC), Alan Davies (AD), Marion Reeve (MRV), Paul Caddick (PC), Valerie Williams (VW), Lisa Emerson (LE).  
Cllr. Matthew Riddle (MR) (SGC), Cllr Keith Burchell (KB) (SGC).

Graham Smith (Clerk) / (Meeting Host on "Zoom")

*(Clerk) 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 both wishing to be co-opted onto the Council, these being Carmen Vazquez and Jasmine McGregor who will be giving a 5 minute talk and then the Council to proceed through the co-opting process.

Other members of the public present – Peter Waller (Chair Community Forum), Jim Godden (Community Volunteer), Alan Derham (2<sup>nd</sup> Alveston Scouts).

**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.

**20.025 Resolved:** The minutes of the Parish Council meetings held on Monday 21<sup>st</sup> September 2020 were accepted.

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

**5. Co-opting Process**

(Clerk) read out to Cllrs Ms Vazquez's introductory letter then a verbal introduction from Ms Vazquez followed.

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

**20.026 Resolved:** Carmen Vazquez is co-opted as Parish Councillor.

(Clerk) read out to Cllrs Ms McGregor's introductory letter then a verbal introduction from Ms McGregor followed.

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

**20.027 Resolved:** Jasmine McGregor 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 of 21<sup>st</sup> September & 5<sup>th</sup> October 2020.

## 7. Finance Matters Arising

### 7.1. Finance Report August 2020

(Clerk) stated that he had distributed reports and reconciliations for August. (JG) proposed that the finance reports be accepted (AC) seconded and all Cllrs agreed.

**20.028 Resolved:** The financial report for August 2020 as presented was accepted as accurate.

(Clerk) provided to Councilors an update with regard to the changes in the Parish Council current account and stated that the new current account is fully operational, and all future transactions will be via this account. Once new Councilors have settled in he will add their signatures to the mandate and will proceed to setting up online transactions for payments.

## 8. Responsible Councillor Reports

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

Our volunteer Jim Godden recommended that he paint some of the play equipment in the Lime Kiln play area. The Council should consider if it is to be painted in the same colours as the new piece of play equipment. (Clerk) confirmed that he is able to order paint which matches, although it would cost more as it has to be custom mixed and requested that Councillors decide whether to change the colour scheme of the equipment in the park to match the new play frame or retain the colour scheme as is and just refresh. Councillors unanimously agreed to repaint the park to match the new play equipment.

**20.029 Resolved:** To repaint Lime Kiln play area equipment in paint colour to match the new play equipment.

The sides of the tunnel are collapsing due to abuse from users apparently there are barricades available to stop this happening. Clerk to research costs to effect repairs.

**F201019-01** – Investigate cost to repair the issues with the play tunnel in the Lime Kiln field.

**Action to (Clerk)**

The skate park was recently visited by a graffiti artist in which the work could be interpreted as sexually offensive and certainly political. (Clerk) had arranged to have it removed. The ramp and skate park in general need to be tidied up and painted.

Green bins used to collect leaves will be emptied fortnightly until March.

Hedge to be cut during half term when hopefully there will be no cars parked in front of it.

Jim Godden has also tidied up around the area and the Parish Council is extremely grateful to Jim.

(PC) stated that he had nothing to report on the allotments.

## 9. Representative Reports

(Clerk) informed Councillors that he had been in touch with the Beat Sgt Will Price who confirmed he would have a report to pass for this meeting however, this had not been received. (Clerk) will invite a representative from the Police to attend the next meeting.

(Clerk) informed Cllrs that St Helens' School has (as yet) not selected a new community governor however it is hoped that this position will be filled by the next meeting whereby (Clerk) will invite the new governor to the November meeting.

Community Forum – Peter Waller (Chair of the Forum) presented to Cllrs an outline of the Forum explaining what it is for and what it has done and to update Councillors relating to Christmas lights and to request the Parish Council Grant monies to support the Forum with the Christmas Lights. A breakdown of estimated cost was presented which amounted to £213.80. (AC) proposed that the Parish Council Grant the Community Forum the monies to cover the costs. (LE) seconded and all Cllrs unanimously agreed.

**20.030 Resolved:** The Parish Council grant the Alveston Community Forum £213.80 for Christmas Light Displays.

(AD) reported to Councillors that the Youth Centre now has a new booking secretary and that he had met with her by way of introduction. Scout Groups will be returning to use the Centre week commencing 2<sup>nd</sup> November which also included Cubs / Beavers. (AD) stated how delighted he was with the upgrade to the toilet facilities in the Jubilee Hall.

Alan Derham from 2<sup>nd</sup> Alveston Scouts reported on progress with the Scout Group and reported on moving forward after Covid and stated that he wished to become involved with the Community. (PW) stated that Alan would be very welcome to join the Forum.

## 10. South Gloucestershire Council Matters

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

COVID 19. South Gloucestershire Council (SGC) has set up a dedicated part of its website for C19 related matters which includes how SGC is working with the many local support groups. The SGC website gives details of help and support available to local residents and businesses. The Council continues to be active in helping individuals, local businesses and community groups get the support they need during this difficult time.

SGC are holding all meetings 'virtually' using Microsoft Teams and the full range of meetings is now taking place.

The Climate Change Action Plan for this year was agreed at the May Cabinet meeting and other related papers can be viewed on South Glos Councils' website. There is a standing committee (part of the Council's Scrutiny Commission) that regularly meets to review the work in this area.

SGC Consultations which are of interest to Alveston Parish are listed below. The deadline for the first four (a-d) is January 4th, 2021:

- a. Self-Build Supplementary Planning Document (SPD)
- b. Drainage Systems Supplementary Planning Document (SPD)
- c. Trees and Development Supplementary Planning Document (SPD)
- d. Affordable Housing Supplementary Planning Document (SPD)
- e. Green Spaces Engagement (Deadline November 8th)
- f. Thornbury High-Street long-term plan/ future (Deadline January 31st 2021)

The new earth bund on The Green, Down Road has been cut and reseeded. (MW) stated that the original grass and wildflower seeds planted in the Spring did not take due to a long period of dry weather and it is hoped that this second planting will be more successful.

Alveston Parish Speed Watch has re-formed after a couple of years in abeyance. They have requested from the local police a new site for speed monitoring along Alveston Road (between Old Down and Alveston) on the boundary of Olveston and Alveston Parishes. At this site the Speed watch Group will be able to check speeds coming into Alveston village along the 40-mph section and coming out of the Alveston village along Strode Common in the 30 mph section. Complaints have been received concerning speeding along this stretch so have requested police monitor and enforce it. SGC have requested rubber strips across this road to record the speed of traffic and the data will be shared once received it.

South Glos. Council continue to log highway issues as they are identified or as residents report them. Street care problems such as potholes, broken signs, ASB, fly tipping, overgrown hedges etc, can be reported via the South Glos. Council website.

The two zebra crossing on Down Road have recently been repainted, this was raised at a meeting a few months ago.

(AC) thanked SGC for re-seeding the bund with a mix of wildflowers and grass seed.

**11. Budgets 20/21**

(Clerk) briefed to the new councillors the process for budgeting and why it is important to be as accurate as possible. (Clerk) then stated that Cllrs need to consider guidance to prepare the first draft of Budget proposals for the November meeting and requested Cllrs consider a guideline in which the precept may be increased (or no increase). (Clerk) stated that increases would be inevitable as training of new councillors is required, new PC's and IT support, also new projects will be considered as will consultations with a solicitor over the new allotments lease agreement. (AC) proposed that the Clerk work with the budgets allowing for a five percent increase in precept (MRV) seconded and all Councillors agreed.

(PC) requested that Councillors consider charges for income generating activities. (Clerk) briefed new councillors on where the income is generated. (PC) proposed a five percent increase in charges (MRV) seconded and all Cllrs unanimously agreed.

**20.031 Resolved:** The Parish Council will increase charges by 5% across all areas.

**F201019-02** – Prepare new schedule of charges for approval at November Parish Council Meeting.  
**Action to (Clerk)**

**12. Authorisation of Payments**

12.1. Payments authorisation on 5<sup>th</sup> October (out of meeting – signed by (AC) & (PC))

Details	Chq. no	£
Grounds Maintenance Contract	11	1170.00
Photocopy & Print	12	36.30
Removal of Plumb Tree - Allotments	13	150.00
Insurance Premium	14	2477.18
Total Payments		£3,833.48

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

Details	Chq. no	£
Salary – Inspect / Sweep	15	233.60
Clerk – Salary & Expense	16	1373.40
Salary – Cemetery Caretaker	17	124.51
Tax & NI payment – Qtr 2	18	982.94
Litter Bin Empty – Aug/Sep	19	59.64
Poppy Appeal / Wreath	20	75.00
“Good Councillor Guide” – 10 Copies	21	56.00
Trough Supply – Alveston Allotments	22	268.47
Jubilee Hall Playing Field	23	17.96
Graffiti Removal – Skate Park	24	135.00
Bulbs planted at Lime Kiln Field	25	24.97
Total Payments		£3,351.49

12.3. Recent Receipts – August

Details	Ref.	£
Precept	DDR	27345.00
Total Receipts		£27,345.00

**20.032 Resolved:** That all receipts and payments presented to the PC meeting on 19<sup>th</sup> October 2020 were accepted.

### 13. Correspondence

(Clerk) informed Cllrs that he had received a letter from Louise Graham relating to the positioning of a memorial bench on highway adopted land belonging to SGC. (Cllr John Graham declared an interest and left the meeting). (MR) issued contacts and guidance to Clerk as who to contact in SGC to seek permissions.

**F201019-03** – Contact SGC to move forward request for the placement of a memorial bench...

**Action to (Clerk)**

**((JG) re-entered the meeting)**

(Clerk) had previously distributed a copy of a letter sent to Luke Hall MP and the Press by a resident in which the Parish Council was copied in. This correspondence was regarding the decision of the South Glos. Council Development Committee relating to the development at the Alveston House Hotel site. Councillors discussed the planning process and how it applied to the development. (MR) stated the difference in a previous application which applied to the development of 55 flats compared with this application which had been approved for 22 houses.

Councillors expressed regret and concern relating to a process which allows the concerns and objections of residents to be overruled by SGC Councillors who sit on the Planning development committee.

(MR) confirmed that the permission to demolish the Alveston House Hotel had been passed a year earlier and did not form part of the application which had been approved by the Development Committee on Thursday 15<sup>th</sup> October 2020, despite (MR)'s attempts to get the House listed.

(AC) raised concerns to (MR) relating to the work of the Alveston Parish Council Planning Committee. (MR) explained the ongoing process of submissions and Parish Council comments and the role that SGC councillors and planning officers play relating to planning policy both local and governmental. (MR) continued to state that the Parish Council's comments are valuable when it comes to adding conditions to successful planning applications as it is the Parish Council that represent the resident's concerns. The council raised concerns relating to the heritage within the Parish and (MR) agreed to forward to councillors a list of listed buildings within the Parish, with a view to analysing property within Alveston to add to the list if appropriate.

**F201019-04** – Forward to (Clerk) and Councillors a full list of listed buildings within the Parish.

**Action to (MR)**

(AC) formally thanked (MR) for attending the Planning Development Committee meeting and putting the case forward on behalf of the residents of Alveston and for answering the many queries that were raised at this Parish Council meeting.

### 14. Website / Helmet

(AC) requested that (Clerk) place details of the re-seeding of the bund. (Clerk) also asked for approval of the draft letter relating to a formal thank you for retired councillors.

### 15. Any Matters the Chair Considers Urgent

(JG) raised public concerns relating to activity on the land to the left of Thornbury Hill. (MR) confirmed that he had been contacted by a resident and had been to examine the issues from the neighbouring footpath where the field may be better observed. (MR) confirmed the extent of the activity and would consult SGC enforcement team to investigate.

Meeting closed at 21.35 pm

**The next Council Meeting will be 16<sup>th</sup> November.  
(Via virtual "Zoom" software)**