

Minutes of the Parish Council Meeting
Held on 21st Dec 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), Valerie Williams (VW), Lisa Emerson (LE), Carmen Vazquez (CV), Jasmine McGregor (JM) Cllr. Matthew Riddle (MR) (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

Cllr Keith Burchell (KB) (SGC).

2. Declaration of Interests

None

3. Public Participation

None

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.

20.043 Resolved: The minutes of the Parish Council meetings held on Monday 16th November 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 of 16th November & 7th December 2020.

6. Finance Matters Arising

6.1. Finance Report October 2020

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

20.044 Resolved: The financial report for October 2020 as presented was accepted as accurate.

(Clerk) requested that as the Finance & General Purposes Committee no longer exists that councilors consider and approve any new signatories for Parish Council payments. All new councilors considered, and the Parish Council unanimously approved the new signatory listing.

(AC) proposed the new signatory listing be approved (MRV) seconded and all Cllrs unanimously agreed.

20.045 Resolved: The Parish Council approve all councilors who placed their names forward to be account signatories.

F201221-1: Collect relevant forms and sample signatures for Parish Council bank accounts.

Action to (Clerk)

7. Responsible Councillor Reports

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

A subcommittee has been formed an "open spaces" committee which it consists of; John Graham Anne Curtis, Jasmine McGregor (Chairman) Valerie Williams, Carmen Vasquez and Lisa Emerson It will deal with most aspects of making our open spaces safer and up to date.

The ROSPA inspections have been undertaken and have been forwarded with the agenda packs. As usual (Clerk) will arrange for all the minor repairs that are within his remit to be carried out. Larger items such as safer surfaces and tarmacking repairs to fencing he has or will be obtaining quotes. Quotes have been obtained to repair play tunnel and were forwarded with the agenda packs. (AC) proposed that the lowest quote for £898 be approved, (LE) seconded and all councillors unanimously agreed.

20.046 Resolved: The Parish Council approve Greenfields to be appointed to repair the Play Tunnel.

In the absence of (PC), (Clerk) updated Cllrs on important matters relating to allotments. Councillors agreed that (Clerk) follow up and report ongoing.

F201221-2: Follow up on allotment tasks as described.

Action to (Clerk)

(AC) requested that a letter be followed up by appropriate paperwork.

F201221-2: Draft a letter when appropriate to do so.

Action to (Clerk)

8. Representative Reports

Playing Field & Open Space Subgroup

(JM) reported on the meetings as detailed within the subgroup meeting minutes.

St Helens School Report

None

Police Report

PC Will Price presented an update to Cllrs. Currently there is an issue within Alveston regarding abuse to cats suffering deliberate knife attacks where it was reported that cats have been violently injured and in one case killed! This has been confirmed by a veterinary surgeon. PC Price is investigating the area surrounding the Down / Cross Hands area.

PC Price confirmed that he is monitoring traffic on Down Rd and Vattinstoke lane and requested that Cllrs be vigilant, take number plates and report obvious and consistent speeding.

(Clerk) asked if there had been any Covid related issues within the parish to which PC Price confirmed that there had been no issues reported.

(AD) reported the high frequency of cars parking on double yellow lines on Greenhill Rd on the apex of the hill and pavement parking. PC Price confirmed he was aware of the issues, does not have the ability to issue tickets but will confront offenders in an advisory capacity.

9. South Gloucestershire Council Matters

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

South Gloucestershire Council (SGC) has set up a dedicated part of its website for C19 related matters, including Tier 3. This details how SGC is working with the many local support groups that were formed. Their web site gives details of help and support available to local residents and businesses. SGC continue 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 continues to take place.

There is a Standing Committee of Councillors (part of the Council's Scrutiny Commission) that regularly meets to review work relating to Climate Change. An update on the Action Plan was given at the meeting dated December 9th Council Meeting on the progress so far.

Current SGC Consultations were reviewed by (MR) and can be viewed on SGC website.

(MR) advised Cllrs that SGC were considering the option to reduce the cut of highway land (where not under contract with Parish/Town Councils) from twice to only once a year in the late summer. It is considered that to cut the grass in Spring is not environmentally friendly as it destroys emerging

habitats and wildflower and grasses growth. (As well as cost savings). (AC) requested that SGC consider planting a community orchard on the Down Rd greenspace as part of their tree planting policy. (JM) confirmed that she had spoken to (MR) to request that SGC Community Spaces Improvement Team be contacted to consider structured improvements to the Down Rd Greenspace.

(MR) advised Cllrs of a footpath diversion located at 40 Acre Farm which is currently under SGC consultations and available for comment closing on 10th Jan 2021. This is to divert the original footpath away from a dwelling to create privacy for the householder.

(MR) advised Cllrs of the issues SGC have with “Ash Die Back” and the serious nature of the disease. (Clerk) informed Cllrs that this was being monitored carefully at the cemetery as Ash trees grow in the cemetery but currently are free from the disease as indicated in the latest tree inspection by Wooton Tree Consultancy.

Two speed advisory signs have been installed in Alveston and are there temporarily to record traffic statistics including speed.

HGV lorries have been using Vattinstoke Rd and onto Down Rd and (MR) has advised PC Price of the issue and is now being monitored and can report that the police have been excellent in stopping HGV lorries from using the route. (MR) has requested that Council officer review signage and ensure appropriate signage be erected.

10. External Audit Report

(Clerk) confirmed that he had forwarded the external report with the agenda packs and explained to Cllrs the procedures particular with respect to the external audit feedback and notice of the completion of audit. (Clerk) raised concerns relating to their criticism and stated an intention to write to NALC relating to audit issues.

(AC) proposed that Cllrs have reviewed the external audit report and are aware of the issue raised. (MRV) seconded and all Cllrs agreed.

20.047 Resolved: The Parish Council external audit has been reviewed by the Council and points raised noted.

11. Approval of IT support.

(Clerk) included with the agenda packs a review and prices of companies offering IT support to the Parish Council which had been carried out by (Clerk) and ex councillor James Sumner offering advice. (AC) advised Cllrs that she was aware of one of the suppliers and recommended their competence and proposed that the Council adopt “PC Guru” as the IT support. (Clerk) drew to the attention to councillors the differing pricing structure between the two options. (AC) proposed that the Council adopt PC Guru, (LE) seconded, two councillors expressed reservations relating to the potential costs if a large number of issues occur or the support is regularly drawn upon and preferred Ionets’ financial submission. Cllrs agreed that the IT supplier be approved for one year and be reviewed at the December meeting 2021.

20.048 Resolved: The Parish Council approve PC Guru as the IT support for one year whereupon it will be reviewed.

12. Authorisation of Payments

12.1. Payments authorisation 7th December 2020 (no payments were made for submission)

Details	Chq. no	£
N/A		

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

Details	Chq. no	£
Grounds Maintenance	38	1758.00
Photocopy & Print	39	36.30

Details	Chq. no	£
Salary – Inspect / Sweep	40	407.80
Clerk – Salary & Expense	41	1601.61
Salary – Cemetery Caretaker	42	124.51
Grant Order – 20-003	43	400.00
Grant Order – 20-004	44	130.00
Grant Order – 20-005	45	500.00
Grant Order – 20-006	46	500.00
Grant Order – 20-007	47	500.00
Annual Data Protection Fee	48	40.00
Litter Bin Empty (Oct/ Nov)	49	59.64
Total Payments		£6,057.86

12.3. Recent Receipts – Nov

Details	Ref.	£
Cemetery – Memorial Plot 40	Inc003	164.00
Total Receipts		£164.00

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

13. Correspondence

(Clerk) informed Cllrs that further to approval from the last meeting that payments were signed and distributed prior to the meeting that he had received emails of thanks from community groups receiving grant aid from the Parish Council.

14. Website / Helmet

No submissions.

15. Any Matters the Chair Considers Urgent

(JG) raised concerns regarding pavement parking obscuring the Zebra crossing on Down Rd. (MR) confirmed that a parking consultation was in place and recommended SGC consider double yellow lines at this point due to the proximity to the Zebra Crossing and road safety.

(Clerk) informed Cllrs that he would be taking a week holiday entitlement over the Christmas period but remains available for urgent matters should they arise.

Meeting closed at 20.40 pm

**The next Council Meeting will be 18th January 2021.
(Via virtual “Zoom” software)**