

**Minutes of the Parish Council Meeting  
Held on 18<sup>th</sup> Jan 2021 at 7.30pm by means of Zoom Virtual Software.**

**Present:** - Cllrs John Graham (JG) (Chairman), Alan Davies (AD), Marion Reeve (MRV), Valerie Williams (VW), Lisa Emerson (LE), Jasmine McGregor (JM), Paul Caddick (PC).  
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**

Cllrs Anne Curtis, Carmen Vazquez, Cllr Keith Burchell (KB) (SGC).

**2. Declaration of Interests**

None

**3. Public Participation**

Richard Churchill – PC Guru, Michael Casey – Jubilee Hall Management Committee.

**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.

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

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

**5. IT Support – Richard Churchill (PC Guru)**

Richard Churchill introduced himself and company to Councillors and informed councillors of support arrangement. Short issues which will take a small amount of time to rectify will be done remotely and is included within the monthly fee. Larger issues will be put before the (Clerk). Mr Churchill will collect existing chrome books to prepare for new councillors and set up email addresses. (MRV) requested that PC Guru contact details are available.

**6. Review & Recommendations from Planning Committee.**

Due to the absence of the planning chair a review was not read.

**7. Finance Matters Arising**

7.1. Finance Report November 2020

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

**20.051 Resolved:** The financial report for November 2020 as presented was accepted as accurate.

(Clerk) informed councillors that the internal audit for 2020/21 was due to take place on 9th/10<sup>th</sup> March.

**8. Responsible Councillor & Subgroup Reports**

Due to the absence of (AC) an open spaces report was not presented.

(Clerk) updated councillors relating to ongoing discussions regarding the future of the allotment lease and ongoing cooperation with the landlord.

## 9. Representative Reports

### Playing Field & Open Space Subgroup

(JM) presented the sub-group report relating to work carried out by (CV) on road tennis and that SGC had been contacted relating to Down Rd and is expecting a response prior to the next Parish Council meeting.

### Jubilee Hall Report

Michael Casey advised councillors of further proposed upgrades to the Jubilee Hall relating to heat saving / carbon footprint and identified the old windows in situ being responsible for high heating costs. He requested that councillors be pre-prepared to consider replacing windows and offering financial assistance toward the upgrades and requested that this be placed on the agenda for the next meeting. Michael Casey stated that he would write a report to Councillors and forward to (Clerk) in advance of the next PC meeting.

**F210118-1:** Place the discussion relating to an upgrade of Jubilee Hall windows on the February Parish Council agenda.

**Action to (Clerk)**

## 10. South Gloucestershire Council Matters

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

COVID 19. - With the new nationwide lockdown South Gloucestershire Council (SGC) has updated its website for C19 related matters and discussed funding for small business. SGC are holding all meetings 'virtually' using Microsoft Teams and the full range of meetings continues to take place.

A Climate Change Emergency was declared by SGC in 2019. Papers on this can be viewed on the SGC website. There is a Standing Committee of Councillors (part of the Council's Scrutiny Commission) that regularly meets to review the work in this area and an update on the Action Plan was given at the last Council Meeting (December 9th 2020) on the progress so far, (Item 10 on the Council Meeting Agenda - Agenda for Council on Wednesday, 9th December, 2020)

SGC Consultations: - Thornbury High Street long term plan/ future (Deadline January 31st 2021) Local Plan 'Phase 1 – Issues and Approaches'. (Deadline March 1st 2021).

Road Resurfacing. New Lane in the Parish and, Latteridge Lane and Itchington Road just outside the Parish, have all recently been resurfaced. A list of roads that we would like considered in the next financial year's resurfacing programme have been given to officers.

(MR) detailed the grants available from SGC and central government and that information is available on the SGC website.

Ash Dieback – sadly SGC are having to cut down ash trees on their land and highway verges if they have Ash Dieback Disease to try and stop the disease spreading.

(VW) requested that (MR) inform SGC (Highways) that the central white lines along the A38 heading North out of Alveston are due a repaint. (MR) to raise a request to investigate and action accordingly.

(PC) requested that (MR) inform SGC (Street care) of extensive damage on the Highway adopted grass on the land outside a property on the A38. Damage has been caused by builders working on the property and requested that SGC approach the offenders to rectify the damage and to ensure vehicles are not parked on the pavement. (JM) confirmed that this situation is unacceptable as pedestrians are having to divert off the footpath into extremely muddy conditions to pass and will prove to be an unacceptable H & S issue to those with prams / wheelchairs or mobility scooters. (MR) will log the issue and request a street care officer to attend to discuss the issue with the builder.

**11. Quarry Road Parking**

(MRV) requested that a further meeting be set up for the Quarry Rd parking sub-group as many issues remain to be discussed. (LE) added that she felt that Bromford were not being responsive enough. Questionnaires had been sent to residents some time ago and no feedback has been given or action taken. (MR) stated to organise a meeting between APC / SGC / Bromford would allow further discussions and to seek resolutions.

**F210118-2:** Arrange a meeting between APC / SGC / Bromford for the Quarry Rd subgroup.

**Action to (Clerk)**

**12. Double Yellow Lines Applications**

(JG) stated that a meeting had taken place with regard to parking issues at Down Rd and opposite St Helens School. (MR) confirmed that SGC are reviewing the whole village with additions to double yellow lines can be added or possibly taken away. (MR) requested that (Clerk) re-distribute plans. A "traffic regulation order" is required to enforce the installation of double yellow lines and is a time-consuming process. There will be two rounds of consultation with regard to the review of line markings on the Parish roads, one informal the other a statutory legal consultation. Currently the process is at the beginning and therefore some way off having lines installed but a start in the process has begun.

**F210118-3:** Re-distribute the SGC line marking plans to all Councillors.

**Action to (Clerk)**

(VW) expressed concern relating to the redistribution of parking generated by the installation of double yellow lines particularly with regard to those outside St Helen's School.

**13. Authorisation of Payments**

13.1. Payments authorisation 4<sup>th</sup> January 2020 (no payments were made for submission)

Details	Chq. no	£
N/A		

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

Details	Chq. no	£
Grounds Maintenance	50	2010.00
Photocopy & Print	51	36.30
Salary – Inspect / Sweep	52	233.40
Clerk – Salary & Expense	53	1373.87
Salary – Cemetery Caretaker	54	124.31
Tax & NI	55	1145.56
Replacement Dog Bin	56	348.12
Annual Accounting IT Support	57	148.80
Cemetery Water	58	16.56
Grant Order 20-005	59	500.00
(Cancelled Cheque)		
Total Payments		£5,436.92

## 13.3. Recent Receipts – January

Details	Ref.	£
None		
Total Receipts		£0.00

**20.052 Resolved:** That all receipts and payments presented to the PC meeting on 18<sup>th</sup> January 2020 were accepted.

**14. Correspondence**

(Clerk) informed Cllrs that three items of correspondence had been recently received. The first from the Chair of the Community Forum reminding Councillors to be aware that the Blue Plaque on the Alveston House Hotel needs to be protected and a suitable area for its' relocation to be considered. Further to this the Community Forum wish to establish an area to place mementos and memorabilia of the Alveston House Hotel once it has gone and thought that the Thornbury Museum and Jubilee Hall may be suitable locations.

(MR) confirmed that the SGC Planning Committee stated that the Blue Plaque be saved and look to being relocated prominent within the new development which is to stand on the grounds of the Alveston house Hotel. (MRV) stated that this was not consulted on. (MR) confirmed that the planning officer is happy to ask the developer details of where the plaque is to be situated and will give the Parish Council the final approval of its' position. (MR) also requested that the Parish Council consider the naming of the development once it is built.

**F210118-4:** Place on the agenda for February meeting, an item to consider Street naming for new development.

**Action to (Clerk)**

The second item of correspondence was from a resident of David's Lane relating to property not being able to access Fibre Broadband. (MR) requested that I forward contact details and would follow up.

The third Item of correspondence related to groups gathering at Play areas despite government Covid rules. (Clerk) confirmed that he followed the lead from SGC and the consensus of other Parish and Town Councils to allow the park play areas to remain open. (Clerk) stipulated to Cllrs that the Parish Council does not have the resources to monitor usage and behaviour nor to clean after public use.

Councillors noted that some users of the play areas were not following guidelines and realised the difficult job and pressures PC Price and his team are under. Councillors requested that a letter of appreciation from the Parish Council be forwarded to PC Price.

**F210118-5:** Forward a letter of appreciation from the Parish Council to PC Will Price and his team for his work in the Parish and to continue his good work in monitoring the parks.

**Action to (Clerk)**

**15. Website / Helmet**

Reminder relating to Covid rules.

**16. Any Matters the Chair Considers Urgent**

None.

Meeting closed at 20.55pm

**The next Council Meeting will be 15<sup>th</sup> February 2021.  
(Via virtual "Zoom" software)**