

**Minutes of the Parish Council Meeting
Held on 26th Apr 2021 at 7.30pm by means of Zoom Virtual Software.**

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

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

Martin Wistow to speak on agenda item 5. One member of public was at the meeting who did not declare identity.

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.

21.001 Resolved: The minutes of the Parish Council meetings held on Monday 15th March 2021 were accepted.

5. Update with request from Alveston Cricket Club

(Clerk) briefed Councillors the nature of request from Alveston Cricket Club. Martin Wistow (MW).

(MW) briefed Councillors on recent work done on installing Cricket nets for both team and use by local residents. The area surrounding their nets has been tidied up by the club and the club have been adding additional treatment to the field to improve conditions to make it more match worthy.

It was stated that wicket covers will be purchased via an Interest free loan from ECB subject to confirmation from the Parish Council that they will continue to use the ground for a further five years and (MW) requested a resolution from Councillors that this request is permissible.

(MW) (Chair of Alveston Cricket Club) updated councillors on the expansion of Alveston Cricket Club and the number of teams with matches. Alveston teams 1 & 2 play alternate home games on Saturdays and a team "CSK" who play alternate Sundays. Councillors requested more information on the new team "CSK". (MW) explained that it is team from Charlton Hayes who lost their ground due to housing development and who have joined ACC for continuity and for the love of the game. (MW) confirmed that the players are all members of ACC and pay subscriptions and match fees to ACC but due to league positions and sufficient notice to ECB they are unable to change the team name this season.

Councillors agreed that this matter be placed on the Parish Council agenda for the May meeting.

6. Review & Recommendations from Planning Committee.

(Meeting 15th & 29th March) – (AC) reported on the meetings as in the minutes.

7. Finance Matters Arising

7.1. Finance Reports March 2021

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

21.002 Resolved: The financial reports for March 2021 as presented was accepted as accurate.

(Clerk) informed councilors that the annual return was complete and had forwarded it in the agenda packs for scrutiny. It forms part of the Annual Governance and Accountability Return which councilors are required to understand and the Council will be required to approve the completed answers at May meeting and recommends full understanding.

8. Responsible Councillor & Subgroup Reports

Playing Field & Open Space Subgroup

(AC) reported as in the minutes of the Annual Parish Meeting

Footpath & Allotment

(PC) stated that the Alveston Allotment Association committee turned down an offer of a donation of a bathtub.

Quarry Rd Parking Subgroup

(MRV) stated that there was no further developments to report but suggested she would call a further meeting to ensure continuity.

Open Space Sub-group.

(JM) stated that two quotations for resurfacing of the Lime Kinl play area and road tennis had been received for the sub-group to consider. (Clerk) stated there were three suppliers who did not wish to submit quotations.

9. Representative Reports

Representative reports did not occur as full reports had been presented at the annual meeting of the Parish on 21st April 2021 and minutes will be available on the website in due course.

10. South Gloucestershire Council Matters

(MR) presented an update as per the pre-distributed report and updated information can be accessed via the South Gloucestershire Council website which is continually being updated.

(MR) responded to questions raised at the Annual Parish Meeting;
Working times / conditions for developers - Where developers do not comply with conditions placed when permission is granted is reported to SGC enforcement.

The community Forum have voted the name Barnwell Place as the street name at the new development where the Alveston House Hotel used to stand. The Parish Council were also agreeable to this name and (MR) confirmed he would pass this information to officers at SGC.

(AD) requested that (MR) give clarity to the pedestrianising of Thornbury High Street. (MR) confirmed that the decision will be taken in June at a public cabinet meeting. Five days prior to the meeting a report will be published which will detail consultation responses and go into the issues in detail. (MR) will forward the report when it is published.

(AC) requested details for the working times for the developers at 25 Quarry Road.

(Clerk) raised correspondence from a resident requesting that SGC again consider resurfacing the area surrounding the large ash tree in front of St Helens Church. This is a much-used road surface which has become dilapidated and requires urgent attention. (MR) requested the parish council forward a request to Street Care.

F210426-01 – Forward an email to SGC Streetcare requesting the road surface be treated.

Action to (Clerk)

(PC) asked that SGC consider the islands for the crossing of the A38 next to the development of 22 homes at the site of the Alveston House Hotel It is felt to be too close to the junction and believed the island should be moved back toward the Church for additional safety as the junction is too tight for vehicles coming out from David's lane. (MR) agreed to investigate.

F210426-02 – Investigate whether plans had been made to move the islands adjacent to the Alveston House development.

Action to (MR)

(PC) raised concerns that he believed landfill waste and garden waste in one instance were emptied into the same bin lorry.

(LE) requested from (MR) an update relating to the development of the new school in Alveston. To which it was confirmed that the planning application had not yet been submitted but expected in due course. Keith Burchell will attend a Parish Council meeting to discuss the highways issues relating to this application. (Clerk) also confirmed that representatives from the PR development and architects of the school are due to attend the next meeting subject to decisions relating to Covid.

(JG) asked for confirmation that the request for “double yellow” lines at the Down Rd / Thornbury Road junction is being processed. (MR) responded that additions to road markings has been mapped and will be going to review followed by a statutory consultation. Officers leading on this are aware of the request as (MR) submitted the application personally.

11. Review of stage 1 Internal Audit

(Clerk) had informed the results of stage 1 of the internal audit in the agenda packs.

The internal audit met high standards. Issue were raised resulting in adding an addendum to the Standing Orders approving the change in operational procedures due to the Covid 19 pandemic. This addendum is required to be retrospectively approved by Council for it not to be raised as an issue at external audit. The other item was to ensure that the review of the Finance regulations in 2020 are updated on the financial regulations document.

(Clerk) forewarned Councillors that an agenda item in the May meeting will cover the sign of the AGAR for external audit and requested Cllrs be familiar with its content prior to the meeting.

12. Retrospective Supplement to Standing Orders

(AC) proposed that the PC approve the addendum to the standing orders (MRV) seconded and all Cllrs unanimously agreed.

21.003 Resolved: The Parish Council retrospectively approve the amendment to the standing orders as submitted.

13. AGM/ Procedures / Protocols for meetings ongoing

(Clerk) reminded Cllrs that the AGM is to take place over “Zoom” software at 7.30PM on 5th May. The agenda had been distributed with the agenda packs and requested that Cllrs consider any position they may wish to undertake. Any questions should be raised to (Clerk) prior to the meeting.

(Clerk) informed councillors that the revised legislation for remote meetings for Parish Councils terminates on 6th May 2021 and all meetings are to revert back to the pre-covid procedures. As a result the next Parish Council meeting will take place in the Jubilee Hall.

Councillors agreed that Bush room planning meetings are Covid insecure particularly if there were to be public participation and will review the use of the Bush Room and the planning meeting protocol on a month-by-month basis. (Clerk) stated that rules may be clearer by the Parish Council meeting in the Jubilee Hall in May where a decision relating to the Planning meeting on 7th June may be reached.

14. Authorisation of Payments

14.1. Payments authorisation 1st April 2021 – No payments made

| Details | Chq. no | £ |
|----------------|---------|-------|
| N/A | | |
| Total Payments | | £0.00 |

14.2. Payments Authorised on 19th April 2021 (Signed by (JG) & (AC) out of meeting due to postponement)

| Details | Chq. no | £ |
|----------------------------------|---------|-----------|
| Grounds Maintenance Contract | 81 | 1170.00 |
| Photocopy & Print | 82 | 39.94 |
| Internal Audit | 83 | 612.00 |
| Annual Subscription | 84 | 36.00 |
| Annual Subscription | 85 | 663.35 |
| Salary – Inspect / Sweep | 86 | 238.10 |
| Clerk – Salary & Expense | 87 | 1412.07 |
| Salary – Cemetery Caretaker | 88 | 127.30 |
| Tax & Ni Payments | 89 | 1037.17 |
| Support (1 Yr.) & Chromebook Set | 90 | 259.50 |
| Annual Subscription | 91 | 185.00 |
| Total Payments | | £5,780.43 |

14.3. Recent Receipts – January

| Details | Ref. | £ |
|----------------------------|--------|------------|
| Precept Half Year | DCR | 28712.50 |
| CIL Payment 2020/21 | DCR | 5885.75 |
| Deed of Grant & Internment | Inc005 | 422.00 |
| Total Receipts | | £35,020.25 |

21.004 Resolved: That all receipts and payments presented to the PC meeting on 26th April 2021 were accepted.

15. Correspondence

(Clerk) informed Cllrs that one item of correspondence was discussed under item 10 and action to be taken by (Clerk). The other item of correspondence related to issues about Quarry Rd parking which are being addressed by the Quarry Road parking sub-group.

16. Website / Helmet

No items were instructed to be submitted.

17. Any Matters the Chair Considers Urgent

(Clerk) informed Councillors of difficulties relating to working with SGC to ensure that Cemetery Rates were taken as a monthly mandate from the new bank account. Despite requesting a new mandate form four times since September nothing had been forthcoming and no contact had been made with (Clerk). Contact was made within two days when SGC were unable to receive payment. (Clerk) requested that the full amount be paid in one lump as he is no longer prepared to waste time in attempting to receive any cooperation from SGC rates department. (AC) proposed that this payment be made as a one off (LE) seconded and all councillors unanimously agreed.

(Clerk) confirmed that the CIL payment and Precept will be received at the end of April.

Meeting closed at 21.40pm

The next Council Meeting will be 17th May 2021. (At the Jubilee Hall)