

**Minutes of the Parish Council Meeting  
Held on 17<sup>th</sup> May 2021 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs John Graham (JG) (Chairman), Marion Reeve (MCR), Valerie Williams (VW), Lisa Emerson (LE), Jasmine McGregor (JM), Paul Caddick (PC), Carmen Vazquez (CV).

Cllr. Matthew Riddle (MR) (SGC), Graham Smith (Clerk).

*(Clerk) previously distributed to Councillors Covid Risk Assessment as it relates to meeting, had provided masks, wipes, gel, tissues and bags for disposal of used items. The room was ventilated all seats and tables at least 2m apart and the instruction to wear masks when not seated).*

**1. Apologies for Absence**

Cllrs Anne Curtis (AC), Keith Burchell (KB) (SGC).

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted

**4. Public Participation**

None

**5. 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.

**21.005 Resolved:** The minutes of the Parish Council meetings held on Monday 26<sup>th</sup> April 2021 were accepted.

**6. Annual Governance & Accountability Return 2020/21 (AGAR)**

The AGAR had been circulated with the agenda papers. (Clerk) explained to Cllrs the internal / external audit procedure and the role of PKF Littlejohn as external auditors. The annual governance statement had been completed and was provided within the Cllr agenda packs. (JM) proposed that the Parish Council accept the Annual Governance Statement as correct, (LE) seconded and all Cllrs unanimously agreed.

**20.006 Resolved:** The Parish Council approve the Annual Governance Statement 2020/21 and approve its submission to PKF Littlejohn. The Governance Statement was signed by the chairman.

The Accounting Statements 20/21 had been completed and was provided within the Cllr agenda packs. (JM) proposed that the Parish Council accept the Annual Accounting Statements as correct, (MCR) seconded and all Cllrs unanimously agreed.

**20.007 Resolved:** The Parish Council approve the Annual Accounting Statements 2020/21 and approve its submission to PKF Littlejohn. The Accounting Statements was signed by the chairman.

**7. Planning Committee Appointments & Policy**

(JG) explained to councillors that as Chair & Vice Chair himself and (AC) automatically sit on the Planning Committee and that (PC) and (MR) agreed to continue their participation in the Planning Committee for 2021/22 and asked if any other Councillors were willing to be part of the planning committee. (VW) agreed and was appointed a member of the Parish Council Planning Committee.

(Clerk) explained that due to the governments policy to return to "face to face" meetings that the use of the Bush Room for Planning meetings is no longer fit for purpose and councillors are required to resolve a policy to continue meetings. Choices tabled were; -

- To enquire whether the Jubilee Hall can be used on the first Monday of Each Month.
- If unavailable at 7.00PM to seek viability to start meetings at 6.30PM

- As second choice to enquire whether Youth Centre is available
- As third choice to enquire whether the Methodist Church is available.
- To revise frequency of meetings to once per month.

(MR) explained the reasons why Planning Officers will be unable to hold requests for delays to consultee comments and therefore to reduce frequency of meetings was not an option.

(PC) was concerned that if meetings were moved to 18.30 start that it could possibly cause an issue for public wanting to participate as it may conflict with their working hours. Therefore councils considered that this option was not viable.

Councillors agreed that Clerk enquire whether it be possible to use the Jubilee Hall on the first Monday of the Month (that it does not conflict with other users meetings). If it is not possible to use then (Clerk) to enquire whether the Youth Centre is available and next choice being the Methodist Church.

**F210517-01** – Investigate a strategy for Planning Meetings (1<sup>st</sup> Monday of Month) as described in agenda items 7. 17<sup>th</sup> May 2021.

**Action to (Clerk)**

## 8. Finance Matters Arising

### 8.1. Finance Reports April 2021

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

**21.008 Resolved:** The financial reports for April 2021 as presented was accepted as accurate.

(Clerk) informed councillors that he would look to liaising with Unity Trust Bank to introduce payments by Bank Transfer in the near future.

## 9. Draft Minutes of AGM & Allocation of Roles & Responsibilities

(Clerk) had distributed the draft minutes of the Parish Council AGM and all Councillors approved. (LE) stated that she wished to withdraw from taking the responsibility for PF & OS Focal. (Clerk) requested that councillors consider the existing vacant roles & responsibilities for consideration and approval at this meeting.

(Clerk) explained the role of the Parish Council as “employer” and that it has legal and welfare responsibilities to the staff. The staffing committee is one of the formal Parish Council sub-committees and as such (JG) & (AC) are automatically members of the committee and required at least two other councillors to sit on the committee. (MCR) & (LE) were proposed and agreed unanimously by Councillors.

(LE) volunteered as Council Youth Centre representative. All Cllrs approved the appointment. (MCR) volunteered as Council Jubilee Hall representative. All Cllrs approved the appointment. (PC) volunteered to continue as AAA representative. All Cllrs approved the appointment. (JG) volunteered to represent the Council at ALCA meetings. All Cllrs approved the appointment. (VW) volunteered to represent the Council at Oldbury Sites meetings. All Cllrs approved the appointment.

(JM) volunteered to fill the vacancy as Parish Council PF & OS Focal.

(Clerk) stated that all positions had been filled, would organise contacts with appropriate bodies and publish the positions for reference.

**F210517-02** – Organise contacts with appropriate bodies and publish the positions for reference.

**Action to (Clerk)**

## 10. Alveston Cricket Club

(JG) stated that this continues from previous meeting where a decision is to be made to provide verification of commitment to ACC to obtain an interest free loan from the English Cricket Board in

order to purchase wicket covers for the cricket square. (Clerk) informed Cllrs a resolution to provide a commitment to ACC for the next five years would be sufficient for ACC.

Councillors agreed that they had no plans to reutilise the Jubilee Field for any other purpose than for sport and agreed that the use of the Jubilee Field by ACC (cricket) and TBCFC (football) would continue.

(PC) raised a point that an increased contribution from the sports clubs toward the upkeep of the fields for sport should be considered by the Parish Council. (Clerk) stated that the review of charges takes place by Council in the autumn in the budgeting process and would research the request prior to the process being discussed.

(LE) proposed that the council agree to continue to allow the use of the sports fields for Cricket and Football by Alveston Cricket Club and Thornbury Baptist Church Football Club for the next five years. (CV) seconded and all councillors unanimously agreed.

**21.009 Resolved:** The Parish Council continue to allow the use of the sports fields for Cricket and Football by Alveston Cricket Club and Thornbury Baptist Church Football Club for the next five years.

## 11. 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.

With the nationwide lockdown South Gloucestershire Council (SGC) has updated its website for C19 related matters and is updated for announcements made in the recent National and Council Budgets, as details become known. SGC will continue to be active in helping individuals, local businesses and community groups get the support they need during this difficult time.

SGC are now holding all Council meetings in 'person'. The Council's AGM is on Wednesday evening at the Thornbury Leisure Centre.

There is a Standing Committee of Councillors (part of the Council's Scrutiny Commission) that regularly meets to review work in the area of Climate Change SGC having declared an emergency. An update on the Action Plan was given at the last Council Meeting (December 9<sup>th</sup> 2020) on the progress so far and is available on the SGC website.

SG Council Consultations of current interest to Alveston Parish are:

- a. Residential Annexes and Outbuildings SPD  
<https://consultations.southglos.gov.uk/ResidentialSPD/consultationHome>
- b. Houses in Multiple Occupation SPD  
<https://consultations.southglos.gov.uk/HMOSPD/consultationHome>

Traffic. We have requested that the speed visors/ monitoring equipment return to Strode Common and the A38. We have contacted the police about the use of Down Road and Vattlingstone Lane by HGVs. The police need registration numbers and approximate time and date to take action. The next dates for the speed visors are: A38 Alveston (Site SV180s) / 19<sup>th</sup> May 2021 – 16<sup>th</sup> June 2021  
Strode Common (Site SV181e) 16<sup>th</sup> June 2021 – 14<sup>th</sup> July 2021

The requested locations and direction of travel are the same as the last deployment, but the A38 one this time will face traffic going south, going into the bend at the junction of Greenhill/ near to the pedestrian crossings, outside the Parish Church. Last time it was facing traffic going north.

Thornbury High Street – the decision on its future will be made at the next Cabinet meeting on Monday 7<sup>th</sup> June.

Issues raised at the Annual Parish Meeting. - There is no road resurfacing planned in the Parish this year, but over the last two years a significant number of roads in the parish have been resurface or had base repairs. We continue to lobby to get Down Road, the area outside St Helen's Church and parts of the A38 resurfaced.

(MR) stated that there are no plans to move the safety/ central crossing area on the A38 near the Davids Lane junction, further along the A38. (PC) requested that (MR) re-investigate and continue to lobby SGC to reconsider this issue as Councillors are fully aware this is a dangerous position for the island particularly when a bus is in the layby and a large vehicle is pulling onto the A38 turning right and is unable to do this in one manoeuvre. With the development work at the Alveston House Hotel site and ultimately 22 new homes the situation will not improve. (MR) agreed to continue to pursue the issue.

**F210517-03** – To continue to place pressure on SGC to reconsider the positioning of the traffic island on the A38 adjacent to Davids' Lane.

**Action to (MR)**

## 12. Authorisation of Payments

12.1. Payments authorisation 1<sup>st</sup> May 2021 – No payments made

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

12.2. Payments Authorised on 17<sup>th</sup> May 2021 (Signed by (JG) & (PC))

Details	Chq. no	£
Grounds Maintenance Contract	92	1170.00
Photocopy & Print	93	39.94
Cemetery Rates (1 Year)	94	785.93
Allotment Water	95	41.20
Jubilee Field Water	96	17.17
Salary – Inspect / Sweep	97	232.90
Clerk – Salary & Expense	98	1406.47
Salary – Cemetery Caretaker	99	127.10
Broadband/Calls/Line Rental	100	202.73
Localism Service Charges	101	1,477.44
Total Payments		£5,500.88

12.3. Recent Receipts – January

Details	Ref.	£
12 @ £32.00	DCR	384.00
Internment CR Plot 78	DCR	99.00
Total Receipts		£483.00

**21.010 Resolved:** That all receipts and payments presented to the PC meeting on 17<sup>th</sup> May 2021 were accepted.

## 13. Correspondence

(Clerk) had previously forwarded three items of correspondence with the agenda packs / prior to meeting. DJ and P are in the process of preparing a footpath diversion application which crosses Angers Farm, Alveston and requested any comments from the Parish Council. (Clerk) placed a map of the current path and proposed diversion on screen for scrutiny). Councillors agreed that they could not foresee any issues with the plans and as a result had no objections.

The second item of correspondence from a concerned resident relating to traffic management within Alveston. Mr Rob Wiltshire (SGC) had replied to this rapidly and states that he will get the correspondence registered as an enquiry for further assessment as there are clearly a large number of aspects to this enquiry which may take some time on which to respond.

The third item of correspondence relates to residents parking on the green at Quarry Rd. (Clerk) placed on the screen pictures of the issues submitted by the corresponded. Cllrs requested that (Clerk) investigate as to who owns the land prior to seeking recommendations.

**F210517-04** – Investigate the land owner highlighted in the item of correspondence.

**Action to (Clerk)**

**14. Website / Helmet**

No items were instructed to be submitted.

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

None

(Clerk) requested one week annual leave commencing Monday 24<sup>th</sup> May returning after the bank holiday on 1<sup>st</sup> June. Councillors approved.

Meeting closed at 20.40pm

**The next Council Meeting will be 21<sup>st</sup> June 2021. (At the Jubilee Hall)**