

**Minutes of the Parish Council Meeting
Held on 20th September 2021 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs John Graham (JG) (Chairman), Marion Reeve (MCR), Valerie Williams (VW), Anne Curtis (AC), Jasmine McGregor (JM), Paul Caddick (PC), Carmen Vazquez (CV).

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 Lisa Emerson (LE), Matthew Riddle (MR) (SGC).

2. Declaration of Interests

None

3. Evacuation Procedures

The evacuation procedures were noted

4. Public Participation

Mr Michael Casey (AJHMC)

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.

21.019 Resolved: The minutes of the Parish Council meetings held on Monday 19th July 2021 were accepted.

6. Review and recommendations from Planning Committee

Meetings – 19th July. 6th September June. Cllr Anne Curtis reported on the meetings as detailed within the circulated Planning meeting minutes.

7. Financial Matters Arising

July & August Financial Statement and reconciliation had been pre-circulated to Cllrs. (JM) stated that the report had been reviewed and recommended it be accepted as true and accurate by the Council.

21.020 Resolved: The financial reports for July and August as presented accepted as accurate.

7.1. External Audit Report

The PKF Littlejohn external audit report had been pre-distributed with agenda packs. No questions or concerns were raised. (AC) proposed that the external report be accepted, (JM) seconded and all Cllrs agreed.

21.021 Resolved: The External Audit Report was accepted by the Council.

7.2. Aviva Pension Scheme Admin Charge

(Clerk) presented an invoice from Aviva for the annual charge of administration for the Clerk Pension Scheme to be Direct Debited at £45 per month. (JM) proposed that the council accept the charges, (JG) seconded and all Cllrs agreed.

21.022 Resolved: Payments for administering the (Clerk) pension scheme was approved by the Council.

7.3. Online Payment Processing

(JM) reviewed with Cllrs the procedure required to approve payments online. Discussions followed to ensure consistent due process be observed and an audit trail confirmed. Cllrs agreed that five

minutes be added to the agenda for each meeting to ensure that online sign off occurs at the meeting and referenced to invoices.

8. South Gloucestershire Council

No district Councillors were available to present report.

9. Representative Reports

(JM) reported on recent activities relating to the Charity of Amelia Emily Pontin.

Mr Michael Casey (MC) (Chair AJHMC) presented to councillors an update on the refurbishment of the Jubilee Hall and the sources of Grant Funding. It was requested that the Parish Council as custodial trustee, once again sign as guarantor to any Enover Grant which may be obtained for the additional glazing to the Hall windows. Councillors unanimously approved.

21.022 Resolved: To sign the AJHMC grant application with Enover to act as guarantor.

10. Responsible Councillor & Subgroup Reports

Open Spaces

(JM) briefed Councillors regarding events over the course of the recess.

A site meeting had been held in August at the Down Road Green Space relating to establishing a "Community Orchard", in attendance were Parish Cllrs, SGC Ward Councillor Matthew Riddle and Sally Pattison (SGC Biodiversity). Discussions took place to agree in principle the nature of the area, planting and biodiversity. Councillors agreed that "Community Orchard" is not an accurate description of what the project is set out to achieve and should be titled "Community Nature Reserve". Cllrs enquired the cost commitment to such a project which (JM) agreed to update although reserves are set aside for this type of project. Approval was requested for the Council to allow the project to progress and delegate the detail to the Open Spaces Sub-Committee reporting back at the next meeting. (AC) proposed that the project for a "Community Nature Reserve" be adopted. (MCR) seconded and all Cllrs approved.

21.023 Resolved: The Parish Council approve a project to adopt a "Community Nature Reserve".

(JM) informed Cllrs that funding for a recent project in Olveston had been obtained by a professional fundraiser and (Clerk) had initial dialog. Charges for fundraising is 8% of total grant sums obtained. (JM) is seeking to utilise services for potential outdoor gym development and replacement equipment at the Cross Hands play area but expressed a reservation at a section of the Terms & Conditions. However (LM) emphasised that it would be useful to set the ball rolling as soon as possible in light of long delivery times from suppliers. Councillors agreed to allow the Council to utilise the services subject to (JM) as her roll of finance lead be satisfied with the T&C. (PC) proposed, (MCR) seconded and all councillors unanimously agreed.

21.024 Resolved: The Parish Council approve the use of fundraiser subject to (JM) being satisfied with Terms & Conditions.

Allotments

(PC) informed Cllrs that he had attended the Alveston Allotment Association prizegiving which was attended by members of the AAA allotment holders and presented by Veronica Northam.

(PC) updated councilors on the sale of "The Loans" and progress in the gifting of the allotment land to the Parish Council. (PC) reported that himself and (Clerk) had met with the potential purchaser of "The Loans" and that the need to install mains drainage to the house may become a requirement. Mrs Notham requested that (PC) convey to the Council that the potential of laying drains through the allotment land may be a possibility although it could be done with minimal disruption. She requested from the Parish Council assurance that should the land be donated that councilors would resolve to approve the laying of the drain pipes through the allotment land. Councilors agreed that the donation of the land to the PC was a kind gift and that cooperation with this request be a priority. (PC) proposed that the Parish Council would not object to any future work relating to the installation of drainage through the donated land. (JM) seconded and all Cllrs unanimously agreed.

21.025 Resolved: The Parish Council will not object to requests for any future work relating to the installation of drainage through the donated allotment land.

11. Staff Training

(Clerk) had noted that some Cllrs requested further training on the use of the Chromebooks and asked Cllrs how this could be fulfilled. Cllrs considered that inviting the IT support to a meeting to give a training session and that time after a Parish Council meeting would be ideal. (Subject to a short meeting).

F210920-01 – Discuss with PC Guru the cost and feasibility of running a training session after a PC meeting.

Action to (Clerk)

12. Authorisation of Payments

12.1. Payments authorisation 6th September 2021 – Authorised by (AC) & (PC)

Details	Chq. no	£
External Audit	128	480.00
Photocopy & Print	129	39.94
Prime/Paint 2 * Benches /Repair to Log	130	230.00
Cemetery Water Charges	131	19.15
Total Payments		£769.09

12.2. Payments Authorised online at meeting by (JG) & (JM)

Details	Chq. no	£
Grounds Maintenance Contract	Online T/Fer	1170.00
Salary – Inspect / Sweep / Shelters	Online T/Fer	413.85
Clerk – Salary & Expense	Online T/Fer	1400.65
Salary – Cemetery Caretaker	Online T/Fer	127.10
Annual Insurance Premium	Online T/Fer	2550.00
Bench Maintenance	Online T/Fer	105.00
Total Payments		£5,766.60

12.3. Recent Receipts

Details	Ref.	£
Internment	DCR	344.00
Allotment Plot 6B	Inc009	19.00
Total Receipts		£363.00

21.026 Resolved: That all receipts and payments presented to the PC meeting on 20th September 2021 were accepted.

13. Correspondence

(JM) read to all Cllrs a letter received from a resident neighbouring the Green on Down Rd complaining with regard to the proposed “nature reserve”

14. Website / Helmet

(Clerk) would insert information relating to the “nature reserve” to request resident feedback.

15. Any Matters the Chair Considers Urgent

(JG) suggested that the December meeting being close to Christmas that Cllrs consider moving the date to the previous week. All Cllrs unanimously agreed and requested that (Clerk) search for an available meeting room. (PC) recommended that the planning meeting on 6th December be cancelled. (AC) as Planning chair confirmed.

F210920-02 – Investigate alternative meeting room if Jubilee Hall is not available for meeting 13th December.

Action to (Clerk)

Meeting closed at 21.24pm

The next Council Meeting will be 18th October 2021. (At the Jubilee Hall)