

**Minutes of the Parish Council Meeting  
Held on 18<sup>th</sup> October 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), Lisa Emerson (LE).

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

*(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**

None

**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.

**21.027 Resolved:** The minutes of the Parish Council meetings held on Monday 20<sup>th</sup> September 2021 were accepted.

**6. Responsible Councillor & Subgroup Reports**

(PC) presented to Cllrs a report following an Alveston Allotments Association meeting which took place on the evening of 14<sup>th</sup> October and highlighted to following issues raised.

Plot 19 is a cause of concern as there has been no activity taken place on the plot by the holder and is overgrown. Cllrs unanimously agreed that (Clerk) commence the eviction process by issuing the first warning letter to the plot holder.

Concerns were growing with the allotment association committee that with members were finding the size of allotments too much to cope with and requested to make plots half size. (AC) proposed that any request be considered, and relevant plots be split into two. (VW) seconded and councillors unanimously agreed.

AAA requested guidance on the use of hazardous machinery to members. Cllrs unanimously agreed to recommend that risk assessments be in place, disclaimer issued for user signature and training be given.

(PC) informed councillors that AAA were searching for a new manure supplier. (LE) stated that she knew of a possible source.

**F211018-01** – To attempt to source a manure supplier on behalf of allotment holders.

**Action to (LE)**

Issues were raised with the siting of the fence separating the land belonging to Mr Mealing and the fact that it extends beyond the water pipe which was originally installed beneath the footpath which accesses the allotments. Cameras have also been installed which point outward to the footpath. (Clerk) recommended that the transfer of land be completed by solicitors prior to further action being taken.

(JM) displayed a plan of the proposed nature area at Down Rd and requested that Cllrs approve the installation of the area at the Down adjacent to the Cross Hands play area and the allocated reserves be dedicated to the project. Councillors unanimously agreed.

**21.028 Resolved:** The Down Rd nature area to be installed as advised and reserves to be allocated to the project.

The Parish Council agree a date of 22<sup>nd</sup> January 22 for the planting event to occur. (JM) agreed to contact Sally Patterson (SGC).

**F211018-02** – Contact SGC re – planting date for community nature area.

**Action to (JM)**

Councillors considered community groups to target and enlist assistance / support with the project. (LE) suggested that she would contact the local “Rainbows” group, scouts and guides. (MCR) would contact the Community Forum.

(JM) discussed her concerns relating to Clause 9 of a contract agreement with the director of a fund-raising business. Councillors were made aware that should grant money be obtained for the proposed Gym equipment in the Lime Kiln field and that the money is not used the council would be bound to pay the contract fee. Councillors agreed that this was a standard clause to protect income from work done and foresee no issues and all agreed it was an excellent alternative to secure funding particularly considering the success of Olveston Parish Council in securing funding.

(JG) proposed that council adopt the services of the professional fund raiser agreeing to Clause 9 (LE) seconded and five councillors agreed with one abstention.

**21.029 Resolved:** The Parish Council adopt the services of the professional fund raiser agreeing to Clause 9

**F211018-03** – Follow up to begin the process of fund raising for the Lime Kiln Gym equipment and the Cross Hands play area.

**Action to (JM)**

## 7. South Gloucestershire Council

(MR) presented report as previously circulated to councillors.

COVID help, support for families and businesses, health and financial details available on the SGC website :

Consultation - Application to divert part of public footpaths OAN 72 and 73 at Pear Tree Farm. SGC has received an application under the Highways Act 1980 to stop up parts of two public footpaths and provide a new path across land to the east of the farm. ENDS 24<sup>th</sup> October 2021.

District Councillors requested that the flashing speed warning sign (VAS) be erected again at Strode Common and A38. Two VASs have recently being in Vattingsstone Lane, collecting data and flashing when speed have been exceeded

Following on from the flash rain storm on Saturday afternoon (23.4 mm in about an hour according to the Alveston Weather Station sited on Down Road. This caused issues on A38/ Gloucester Road. SGC have an order in for a specialist Contractor to attend site with a high-pressure jetting system and also CCTV cameras to undertake cleaning and also a full survey of the drainage system. Currently SGC are waiting to hear back from the contractor as to when he can programme in this work. In addition, SGC have a drainage project review meeting coming up in the next few weeks to see if funding can be gained to undertake a scheme to provide a permanent and long-term fix to this drainage problem.

The Green on Down Road. SGC have had offers of a horse chestnut and six oak saplings to plant on The Green, Down Road. We will meet the tree officer soon on site to discuss. SGC are setting up a tree nursery so that residents can donate tree saplings in the future for planting elsewhere.

The two planning appeals at 25 Quarry Road can be found on the SGC planning appeals page. Comment deadline is the 27<sup>th</sup> October.

(AC) raised concerns relating to submissions on the SGC appeals page which makes it compulsory to submit name and address. She expressed concerns relating to an attack on (Clerks) car several years earlier and highlighted (Clerk) concerns relating to submitting personal information with a contentious issue into the public domain via the SGC website. (MR) agreed with the concerns and suggested that he submit the Planning Committees letter to SGC. He would take this issue up further with SGC. (JG) requested that (Clerk) look into an option for using an alternative address for public submissions.

**F211018-04** – Search for an alternative address the Parish Council can use for submissions.

**Action to (Clerk)**

**F211018-05** – Enquire with SGC the necessity of submitting council address with submission.

**Action to (MR)**

(MR) stated that it had been brought to his attention that Bromford works vehicles had been blocking access to Costers Close. (Clerk) raised concerns relating to cemetery access and agreed to maintain a watchful eye. (LE) reported the opening up of pot holes in Quarry Rd due to the heavy use of construction vehicles.

## 8. Review and recommendations from Planning Committee

Meetings – 20<sup>th</sup> Sep. 4<sup>th</sup> October. Cllr Anne Curtis reported on the meetings as detailed within the circulated Planning meeting minutes.

## 9. Financial Matters Arising

September 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.

**21.030 Resolved:** The financial report for September as presented accepted as accurate.

### 9.1. Guideline for Budgeting

(Clerk) requested a guide be given for precept and charges to assist with accurate budgeting for 2022/23. Councillors agreed to use a five per cent increase across all income and charges.

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

## 10. Review of Standing Orders

(Clerk) had circulated the most recent Standing Orders document with the agenda packs. Councillors confirmed that they had reviewed the document and no changes are necessary. (JM) proposed that the document remain unchanged for the following year. (LE) seconded and all Cllrs agreed.

**21.032 Resolved:** The Standing Orders be adopted for a further year, no changes to the document are required.

## 11. Authorisation of Payments

### 11.1. Payments authorisation 4<sup>th</sup> October - None

Details	Chq. no	£
N/A		
Total Payments		£00.00

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

Details	Chq. no	£
Grounds Maintenance Contract	Online T/Fer	1170.00
Photocopy & Print	Online T/Fer	39.94
Room Hire - July	Online T/Fer	23.40

Details	Chq. no	£
Room Hire - August	Online T/Fer	36.65
Bin Empty	Online T/Fer	61.44
Cllr Training (JM)	Online T/Fer	30.00
Cllr Training (CV)	Online T/Fer	30.00
Salary – Inspect / Sweep / Shelters	Online T/Fer	235.50
Clerk – Salary & Expense	Online T/Fer	1417.82
Salary – Cemetery Caretaker	Online T/Fer	127.10
Tax & NI Payment	Online T/Fer	1043.70
Poppy Wreath	132	75.00
Total Payments		£4,290.55

## 11.3. Recent Receipts

Details	Ref.	£
Internment Ashes Plot - 87	Inc012	104.00
Allotment Plot 4	Inc011	32.00
Allotment Plot 9	DCR	19.00
Memorial Stone Plot - 12	Inc010	149.00
Season Field Hire	DCR	600.00
Precept 2 <sup>nd</sup> Payment	DCR	28712.50
Total Receipts		£29,616.50

**21.033 Resolved:** That all receipts and payments presented to the PC meeting on 18<sup>th</sup> October 2021 were accepted.

**12. Correspondence**

None

**13. Website / Helmet**

None

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

(PC) requested to (Clerk) that he chases the Courville Close management to cut back brambles which are growing onto the footpath.

**F211018-06** – Request that Courville Close Management cut back the brambles which are overgrowing onto the Gloucester Rd footpath.

**Action to (Clerk)**

Meeting closed at 20.26pm

**The next Council Meeting will be 15<sup>th</sup> November 2021. (At the Jubilee Hall)**