

**Minutes of the Parish Council Meeting
Held on 15th December 2021 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs John Graham (JG) (Chairman), Marion Reeve (MCR), Anne Curtis (AC), Jasmine McGregor (JM), Paul Caddick (PC), Carmen Vazquez (CV), Lisa Emerson (LE),

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

Cllr Valerie Williams (VW), Matthew Riddle (SGC), Keith Burchell (SGC)

2. Declaration of Interests

Cllr Vazquez declared an interest in item 6 on the agenda.

3. Evacuation Procedures

The evacuation procedures were noted

4. Public Participation

PC Will Price – Beat Officer

PC Price made Cllrs aware of a spate of organised burglaries within the ward stipulating that there were incidents in Alveston along with Frampton Cotterell, Pilning and Severn Beach. He advised that residents should carry out simple deterrents such as leaving lights on when the house is vacant and ask neighbours to sporadically park their cars in driveways if the neighbour was away.

Criminals in general are becoming increasingly more confident and, in many cases, remove evidence from crime scenes to prevent detection.

It is the intention to conduct police surgeries in Alveston in the new year and dates will be advised.

PC Price requested residents to be vigilant and to report any suspicious activity.

(AC) raised issues relating to illegal parking which will be investigated.

Four members of the public attended at 20.30PM in connection to item 11 on the agenda.

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. (Clerk) also presented the revised minutes of 18th October for approval and signature.

21.038 Resolved: The minutes of the Parish Council meetings held on Monday 15th November and 18th October 2021 were accepted.

6. Review and Recommendations from Staffing Committee

Confidential session: Press & Public, (Clerk) & Cllr Vazquez were requested to leave the meeting. (Confidential Minutes taken and filed)

(Chair) confirmed to (Clerk) that the Parish Council had been made aware of concerns expressed at the meeting of the Staffing Committee. (Chair) informed (Clerk) of a scaling up of pay rate to an appropriate spine point level taking into account experience and length of service.

(JM) requested that the process relating to appraisals be written into the Standing Orders.

F211215-01 – Insert procedures relating to staff appraisals into the Councils' Standing Orders.

Action to (Clerk)

7. Review and recommendations from Planning Committee

Meetings – 15th November. Cllr Anne Curtis reported on the meetings as detailed within the circulated Planning meeting minutes.

8. Responsible Councillor and Subgroup reports.

(PC) briefed Cllrs on the progress relating to the laying of sewage pipes through the allotments. Concerns had been raised relating to the surface condition. (Clerk) informed Cllrs that he had attended a site meeting with the contractor, the Parish Councils grounds maintenance contractor and the new owner of “The Loans”. Recommendations were given by the Parish Councils’ grounds maintenance contractor with regard to the satisfactory reinstatement of the land and looked to re-examine in the Spring.

(PC) recommended that the 2022/23 rental fees be waived to the allotment holders who were affected by the ground works as a good will gesture. (AC) proposed (JM) seconded and all Cllrs agreed.

21.039 Resolved: Waive allotment fees for 2022/23 for holders of allotment plots 18, 33, 34, 35.

(PC) informed the Council that a meeting had been held with the solicitor acting on behalf of the council for the transfer of land to the Parish Council. (Clerk) confirmed that from cost estimates received that an adequate amount is available in “Legal Reserves” to cover costs involved in the transfer, which also includes payment to the landowners’ solicitor. (AC) proposed to use the services of Star Legal to conduct the process on behalf of the council as they already have experience in dealing with related matters and to utilise earmarked reserves for payments. (MCR) seconded and Cllrs unanimously agreed.

21.040 Resolved: Appoint and direct Star Legal to complete transfer of allotment land to Parish Council and to utilise earmarked reserves for payments.

(JM) reported on progress with the Nature Area on the Down Rd greenspace and confirmed the planting of trees would take place on or around 22nd January and have now been ordered. It is planned for a “soft opening” as the “Nature area” will be developed slowly overtime as components become available.

The grant application for the gym equipment to be located in the Lime Kiln Field has been submitted. (JM) confirmed that a contribution of £2,000 will be required by the funder and that this is available within play equipment reserves. Due to the submission deadline an immediate decision was taken to recommend using the Proludic equipment and for them to carry out the installation as they have experience of the site, carried out a full survey and their play frame product installed in 2020 has been well received by residents. ((Clerk) forwarded quote and equipment specification with agenda packs).

- 8.1. (LE) proposed that Proludic equipment be installed subject to a successful grant application (CV) seconded and all Cllrs unanimously agreed.

21.041 Resolved: To install Proludic play equipment upon approval of grant funding.

- 8.2. (AC) proposed that the use of Council Legal reserves be used for the purposes of paying Star Legal and the current landowner’s solicitor for the legal costs of gifting the allotment land to the Parish council. (MCR) seconded and all Cllrs unanimously agreed.

21.042 Resolved: Parish Council legal reserves be used to account for legal fees relating to land transfer.

Charity of Amelia Emily Pontin (AC) had attended meeting and reported to Cllrs the content of the meeting and how delighted she was with the achievements of the charity. The trustees relayed their thanks to the Parish council for their recent donation and that of residents in Patchway and Alveston for their kind donations. There was no significant uptake for financial assistance this calendar year. (AC) continued to report the successes of the charity and ongoing ideas submitted.

(LE) attended a meeting of the Youth Centre and reported that IT assistance was required. (Clerk) suggested they use the Parish Council IT support contactor and would forward details.

9. South Gloucestershire Council

Cllrs Matthew Riddle and Keith Burchell were unavailable due to a prior meeting with South Glos. Council and sent apologies. (MR) had forwarded relevant updates relating to SGC matters by email prior to the meeting.

10. Financial Matters

(Clerk) presented updated budget for Cllr approval containing the 5% precept increase as instructed. (Clerk) emphasised to Cllrs that despite a precept increase the Councils' general reserves would be eroded.

- 10.1. (JM) proposed that the budget as presented be adopted, (LE) seconded and all Cllrs unanimously agreed.

21.043 Resolved: Parish Council budget for 2022/23 as presented is adopted.

- 10.2. (PC) proposed that the precept of £60,296 be adopted, (LE) seconded and all Cllrs unanimously agreed.

21.044 Resolved: Parish Council precept of £60,296 for 2022/23 is adopted.

11. Quarry Rd landscape proposal

Four members of the public attended the meeting to present proposals for developing greenspace on SGC land located in Quarry Rd. Cllrs, after the presentation, agreed that further discussion between councillors would be required and to consult SGC to form a full and cohesive opinion on the development of the open space. The matter would be discussed at a further meeting.

12. Authorisation of Payments

- 12.1. Payments authorisation 6th December 2021 – Authorised by Cllrs Jasmine McGregor/Carmen Vazquez (Cheque Payments) Anne Curtis (online Payments)

Details	Chq no	£
Grant Payment	133	400.00
Grant Payment	134	130.00
Grant Payment	135	500.00
Grant Payment	136	270.00
Grant Payment	137	336.00
Grant Payment	138	250.00
Grant Payment	139	40.00
Grounds Maintenance	Online T/Fer	1,470.00
Photocopy & Print	Online T/Fer	39.94
Office Telephone/Line Rental/BB	Online T/Fer	198.56
ROSPA Inspection	Online T/Fer	298.80
Maintenance/Parts Zip slide	Online T/Fer	478.80
Total Payments		£4412.10

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

Details		£
Room Hire	Online T/Fer	15.45
Room Hire	Online T/Fer	15.45
Bin Empty	Online T/Fer	61.44
Salary – Inspect / Sweep / Shelters	Online T/Fer	127.10
Salary – Cemetery Caretaker	Online T/Fer	413.65
Clerk – Salary & Expense	Online T/Fer	1684.14
Total Payments		£2,317.23

12.3. Recent Receipts

Details	Ref.	£
Additional Inscription CR Plot 87	Inc014	48.00
Internment CR Plot 79	DCR	104.00
VAT Refund	DCR	2132.49
Total Receipts		£2284.49

21.045 Resolved: That all receipts and payments presented to the PC meeting on 15th December 2021 were accepted.

13. Correspondence

(Clerk) had previously forwarded to Cllrs several items of strong and inappropriately worded correspondence from one resident to consider, relating to tree felling. Cllrs were unaware of the reasons behind the content and confirmed no instruction, action or payment had been approved by the Parish Council for such an activity and concluded that this be a matter between the landowner and the third party who undertook the action and should not involve the council nor the neighbour. Councillors requested that clerk await further legal action as threatened.

14. Website / Helmet

To update “Police Matters” when further information is received from PC Price.

15. Any Matters the Chair Considers Urgent

(Clerk) requested one week annual leave from 20th Dec to 24th Dec which was approved.

Meeting closed at 21.50pm

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