

**Minutes of the Parish Council Meeting  
Held on 21<sup>st</sup> February 2022 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Anne Curtis (AC) (Chairman), Marion Reeve (MCR), Paul Caddick (PC), Valerie Williams (VW), Matthew Riddle (SGC),

Graham Smith (Clerk),

**1. Apologies for Absence**

Cllrs John Graham, Jasmine McGregor, Carmen Vazquez, Lisa Emerson (LE), Keith Burchell (SGC)

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted

**4. Public Participation**

Ms Helen Reeves, a local resident, approached the council seeking advice relating to biodiversity policy as it relates to meadows within the parish that contain wildflowers rare grasses and insect species. (AC) confirmed that the Parish Council does not operate such policies but introduced (MR) to discuss knowing that SGC are well resourced to follow up.

Adrian Baxter acting as Chair of the 2<sup>nd</sup> Alveston Scouts, requested that a postal address be made available at the Jubilee Hall for use by the Scouts. (Clerk) introduced Mr Baxter to Mike Casey (Chair AJHMC) to discuss options.

Peter Waller, Jim Godden, Hayley Grove, Vicky Moore were in attendance to discuss item 5. on the agenda.

Michael Casey, Les Forrest were in attendance to discuss item 6. On the agenda.

**5. Platinum Jubilee Celebrations**

Ms Grove presented the ideas for Platinum Jubilee Celebrations and as members of the Alveston Community Forum they confirmed that this would be a Community Forum organised event of which Peter Waller (Chairman) confirmed. (Clerk) asked to remain updated with progress leading up to the event.

**6. Jubilee Hall Update**

Michael Casey (MC) (Chair of Alveston Jubilee Hall Management Committee (AJHMC)) requested that the Parish Council approve a grant payment of £1,000 toward the cost of replacement windows. Cllrs stated that previous presentations suggested that the request be forthcoming. (MCR) proposed that a grant of £1000 be made available to AJHMC, (VW) seconded and all Cllrs agreed.

**21.050 Resolved:** The Parish Council grant £1,000 to the AJHMC toward the cost of replacement windows.

(MC) also advised Cllrs that he would be seeking funding in the future for a project which related to a refurbishment of the Jubilee Hall kitchen. If grant applications are successful (MC) advised Cllrs that he may approach for a further £850 grant.

## 7. 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.

**21.051 Resolved:** The minutes of the Parish Council meetings held on Monday 17<sup>th</sup> January 2022 were accepted as accurate.

## 8. Review and recommendations from Planning Committee

Meetings – 17<sup>th</sup> January 8<sup>th</sup> February, Cllr Anne Curtis reported on the meetings as detailed within the circulated Planning meeting minutes.

## 9. Responsible Councillor and community group reports.

(JM) prior to the meeting had informed councillors that the Council had successfully secured funding from Enover for the outdoor gym equipment. (Clerk informed Cllrs that contracts had been signed and next steps are underway and will be placing an order with Proludic.

At the Down Road Play Area (Clerk) met with two potential suppliers, with one meeting still to take place. Quotes and designs will be available early March. Funding for this would be via an application to Enover through "FSC Sports Consultancy Ltd" by 'Alveston Recreation Ground Charity'. Quotes are also being gathered for the fence around the play area to be replaced. It was advised that the cost of this can be used as the PC's contribution towards any grant funding potentially received for the play area renovations.

(Clerk) confirmed that he had also asked SGC if funds were available through s106 payments relating to developments at Costers Close. (MR) confirmed that application forms would be sent to (Clerk) shortly.

(JM) confirmed that the Parish Council is required to demonstrate that residents have been consulted as part of the grant submission process for both Enover and SGC. This is possible by partly by using facebook as it was so successful when this was done as part of the outdoor gym equipment funding, and via a questionnaire to be placed on the Alveston.org website.

Nature Area – A successful planting had taken place on the morning of Sat 22<sup>nd</sup> Jan in conjunction with SGC, where several trees, hedgerow and wildflower patches were planted, and an initial path mown out. It has been a month since Miles Harris at SGC was given the necessary information to gain a license to provide a carved bench on the site and although chasing him on this he has not progressed the request. .

Sourcing of large logs to line the nature area border is currently underway with SGC and at some point, it would be good to have some small label signs to put next to each tree.

Emily Ameila Ponting Charity has recently approved the purchase of three additional tables for the Fringe Art Community Art Group. A grant has also been given to a family at St Helen's school to contribute towards a school trip to Dean Activity Centre and the charity is continuing to provide a small financial contribution towards travel to and from hospital for a villager's daughter to visit her whilst she is receiving care.

(Clerk) informed Cllrs that the process relating to transfer of ownership of allotment land was underway having received confirmation from the landowner that their solicitor had received the payment from the Parish Council and had sent the relevant documents to the Land Registry.

A meeting had taken place between (Clerk) and the new owner of the land which surrounds the allotments and (Clerk) briefed Cllrs of the outcome of the meeting to enable (PC) to brief allotment holders at the meeting on 24<sup>th</sup> Feb. (Clerk) also confirmed that a meeting between the Landowner, Prestige Grounds and (Clerk) relating to reinstatement of allotment land after the installation of drainage would take place in mid-March.

(Clerk) informed Cllrs that damage had been caused by a fallen tree to the allotment shed during a recent storm and strongly advised that unqualified allotment holders do not use chain saws to remove the offending branches and would ask the Council tree surgeon to respond.

(MRV) reported that the Community Forum Repair café had taken place on 19<sup>th</sup> Feb and was a popular success and also gave the opportunity for residents to meet the local beat officer in attendance on an informal basis. The next Community Forum meeting will take place on 15<sup>th</sup> April.

## 10. South Gloucestershire Council

(MR) informed Cllrs of current open consultations are; All-age Learning Disability draft strategy consultation which ends on 9<sup>th</sup> March 2022. Improvement to A38 and Alveston Hill consultation which ends on 14<sup>th</sup> March 2022. The New Local Plan, Phase 2 consultation which ends on the 21<sup>st</sup> March. The Local Plan Phase 2 Sustainability Appraisal consultation which ends on the 4<sup>th</sup> April 2022 and the Local Flood Risk Management Strategy 2022-27 consultation which ends on the 2<sup>nd</sup> May 2022. (MR) explained in detail and strongly advised Cllrs to respond to the Local Plan and to the Improvement to A38 and Alveston Hill consultation. (AC) confirmed that these consultations had been discussed in the Planning meeting and confirmed that time at the meeting on the 7<sup>th</sup> March would be set aside to respond.

## 11. Financial Matters

January Financial Statement and reconciliation had been pre-circulated to Cllrs. (AC) requested confirmation that the report had been reviewed and recommended they be accepted as true and accurate by the Council.

**21.052 Resolved:** The financial report for January as presented was accepted as accurate.

## 12. Audit Contract

(Clerk) had previously distributed the three-year agreement with South Glos. Council for internal audit. Councillors agreed that this was satisfactory and (PC) proposed to accept the contract, (MCR) seconded and all Cllrs unanimously agreed.

**21.053 Resolved:** Council accept the SGC internal audit contract agreement.

## 13. Meetings Diary

(Clerk) had previously distributed the meeting dates and proposed the Annual Parish Meeting date to be 20<sup>th</sup> April. As this fell the same week as the April Parish Council meeting which also fell on Easter Bank holiday it was suggested not to hold an April meeting. (Clerk) confirmed that (legally) the Parish Council were able to do this.

(VW) propped to accept the date for the Annual Parish meeting (MCR) seconded and all Councillors unanimously agreed.

**21.054 Resolved:** The annual Parish Meeting will be held on Wednesday 20<sup>th</sup> April at 7.30PM in the Jubilee Hall.

(AC) proposed that there will be no Parish Council meeting held in April. (VW) seconded and all Cllrs unanimously agreed.

**21.055 Resolved:** There will be no Parish Council meeting held in April 22.

Cllrs recommended that the Staffing committee meeting earmarked for 7<sup>th</sup> March to be put back to 4<sup>th</sup> April.

## 14. Authorisation of Payments

14.1. Payments Authorised out of meeting by (JG) & (JM)

Details		£
Grounds Maintenance	BP/175	1170.00
Photocopy & Print	BP/176	43.92

Details		£
Room Hire	BP/177	54.30
Litter Bin Empty	BP/178	61.44
Replacement Bin – Lime Kiln	BP/179	719.46
Qtlly Localism Charges	BP/180	1416.02
Commission for securing Grant	BP/181	1375.84
Annual IT Support	BP/182	144.00
Cemetery Water Charges	BP/183	16.65
BB/Line rental/Calls Quarter	BP/184	212.38
Salary – Inspect / Sweep / Shelters	BP/185	235.50
Salary – Cemetery Caretaker	BP/186	127.30
Clerk – Salary & Expense	BP/187	1695.76
Total Payments		£7272.57

## 14.2. Recent Receipts

Details	Ref.	£
Deed of Grant CR Plot 68	DCR	55.00
Pitch Hire (Casual)	DCR	116.00
Additional Inscription CR Plot 79	Cheque	84.00
Total Receipts		£255.00

**21.056 Resolved:** That all receipts and payments presented to the PC meeting on 21<sup>st</sup> February 2022 were accepted.

**15. Correspondence**

(Clerk) had received an email from Alveston Twinning Association requesting that a Silver Birch Tree be planted in the Lime Kiln Field. Councillors confirmed that permission may be granted.

**16. Website / Helmet**

To update website relating to time critical application to SGC for permission for road closures for street parties.

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

(Clerk) requested two weeks annual leave commencing 28<sup>th</sup> February which was approved by Cllrs.

Meeting closed at 21.35pm

**The next Council Meeting will be 21<sup>st</sup> March 2022. (At the Jubilee Hall)**