

**Minutes of the Parish Council Meeting
Held on 16th May 2022 at 7.45pm at the Jubilee Hall.**

Present: - Cllrs John Graham, (Chairman), Jasmine McGregor (JM), Valerie Williams (VW), Carmen Vazquez (CV).

Graham Smith (Clerk),

1. Apologies for Absence

Cllrs Paul Caddick (PC), Anne Curtis (AC), Marion Reeve (MCR), Matthew Riddle (SGC), Keith Burchell (SGC).

(Clerk) informed Cllrs that he had not received apologies from Cllr Lisa Emerson. (VW) informed Cllrs that she had visited (PC) & (AC) and delivered get well cards. Councillors thanked (VW) and wished both Paul & Anne for a speedy recovery.

2. Declaration of Interests

None

3. Evacuation Procedures

The evacuation procedures were noted

4. Public Participation

Mr Paul Farragut attended the meeting to present a proposal in item 6 on the agenda.

One member of the public was in attendance to observe proceedings.

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.

22.001 Resolved: The minutes of the Parish Council meetings held on Monday 21st March 2022 were accepted as accurate and signed by Chairman.

6. Jubilee Field Sports Proposal

Paul Farragut, representing Olveston Football club requested that Councillors consider allowing Olveston Football Club junior teams to use the Jubilee Field Pitch as their permanent home ground, (and at times ladies team on an occasional use basis). (Clerk) explained the current issues relating to football teams not cancelling games when the pitch is unfit for play due to storm waterlogging and the subsequent effect this has upon the condition of the pitch for the summer Cricket team. Paul explained that he maintains the cricket square for ACC as well as the grounds for Olveston Football and would ensure that the condition for cricket is fit for purpose. Paul also considered potential repairs to the goal mouth on the Lime Kiln pitch and use of this. (JM) proposed that Olveston Junior teams be the resident pitch users for the Jubilee Pitch for the 22/23 season (CV) seconded and all Cllrs unanimously agreed.

22.002 Resolved: Olveston Junior teams be the resident pitch users for the Jubilee Pitch for the 22/23 season.

7. Helmet Magazine

Councillors considered the issues relating to the future of the "Helmet" magazine ongoing as raised at the Annual Parish Meeting. Cllrs requested that Clerk investigate opportunities which may reduce costs and report back at the next council meeting.

F220516-01 – Contact neighbouring Parishes relating to their free community magazines and investigate if issues are similar across the board and assess the feasibility and appetite to merging thus ensuring economies of scale.

Action to (Clerk)

8. Review and recommendations from Planning Committee

No report available due to Cllr absence. Cllrs discussed P22/00411/F as it appeared on the Circulated Schedule due to the application approval by SGC. Cllrs expressed concern that the erection of this home does not consider activity within the neighbouring Jubilee Field and potential damage to property or in the worst-case injury to residents using the garden by sporting activity on the field (The house is within easy shot of a “six” from the Cricket square). The Parish Council will not stop recreational sport on the field and are concerned for the safety of occupiers. Cllrs suggested that (MR) “Call in” the application to add a condition which passes responsibility for the protection of the home to the developer and not to hold field users liable for damage caused due to the proximity of the development to the sports pitches. (JM) proposed that application be called in (CV) seconded and all Cllrs agreed unanimously.

22.003 Resolved: Application P22/00411/F be called in by Ward Cllr Riddle.

9. Responsible Councillor and community group reports.

Fields & Open Spaces - (JM) informed Cllrs that the outdoor gym equipment had been fully installed and operational. The social media forums were expressing delight with the equipment, and it was reported to be being fully used over the weekend. It was expressed on the forum that the Chess Press was set the wrong way round where tension was when pulling back as opposed to pushing forward. Clerk would investigate; however, he also already had performed a snagging check with the manufacturer and reported that the surface was very loose and that Proludic would check with the installation team. All equipment has a bar code which can be accessed by smart phone which then gives the instructions to best use accompanied by a short video. (CV) reported that one piece of equipment was difficult to use for some due to its design. (JM) informed Cllrs that a request had come through from Enover to produce a short film reporting on the equipment.

F220516-02 – Produce a short three-minute film reporting on the Gym equipment as requested by Enover.

Action to (JM)

The Bench License for installation at the nature reserve had been signed and forwarded to SGC and (JM) will be liaising with SGC re installation of benches.

Adrian Baxter from 2nd Alveston Scouts approached (JM) to ask for the councils view to replace a storage shed close to the existing lockup at the corner of the Jubilee Field. Although more questions will need to be raised relating to contents / security and insurance all councillors agreed that in principle was acceptable.

A letter relating to surfacing of the Lime Kiln play park surfacing was raised and Cllrs agreed that the matter should be visited and requested that (Clerk) ask the company which gave best value on the previous two rounds of quotations to revisit and give an updated quote. (JM) requested that (Clerk) investigate the company who returned a quote for resurfacing the complete park with safer surface.

F220516-03 – Revisit quotations for surfacing of Lime Kiln play area.

Action to (Clerk)

Allotments - In the absence of (PC), (Clerk) reported updates relating to allotments. The biannual inspection is due and (Clerk) requested a Cllr to undertake this on behalf of (PC). (JG) proposed that (JG) undertake the allotment inspection (CV) seconded. (JG) agreed to liaise with (Clerk) to organise.

F220516-04 – Undertake summer allotment inspection.

Action to (JG)

(Clerk) informed Cllrs that at the time of meeting there remained one debtor for payment of allotment rent. It is known that this plot holder infrequently attended his allotment and used a third party for upkeep. Cllrs agreed that in light of non-payment / lack of interest and a large waiting list, eviction procedures should commence.

Cemetery – (Clerk) passed images and report from MR. B Watton who had requested the installation of a Bench at the cemetery of which Cllrs had previously approved in principle. He

confirmed that the bench be installed at the entrance/car park end of the Lynch Gate on the adjacent grass area as it was perceived to be a good area for elderly people to sit while waiting for the hearse to arrive. (JG) proposed that the Bench as indicated, and location be acceptable (JM) seconded and all Cllrs agreed.

22.004 Resolved: A bench as illustrated be installed adjacent to the Cemetery Lynch Gate.

10. South Gloucestershire Council

(MR) had distributed brief report to Cllrs.

11. Financial Matters

March & April Financial Statements and reconciliation had been pre-circulated to Cllrs. (JM) requested confirmation that the reports had been reviewed and recommended they be accepted as true and accurate by the Council.

22.005 Resolved: The financial reports for March & April 2022 as presented was accepted as accurate.

(Clerk) informed Cllrs that SGC CIL payment had been received and was higher than expected due to the completion of the 2 * developments on the grounds at The Chalet, Alveston Hill.

(Clerk) had previously forwarded the 2021/22 AGAR form and line by line went through section 1 (Annual Governance Statement). Councillors confirmed that they were able to declare "Yes" to all declarations itemised 1-8 and that it was acceptable for (JG) & (Clerk) to sign.

12. To consider request from Thornbury Town Council

(Clerk) informed Cllrs that he had received a request from TTC to allow permission for the Mayor of Thornbury (Chris Davies) to wear formal chains in Alveston Parish. Thornbury and District Fundraising Group for Cancer Research UK have asked Chris to say a few words at their event in The Ship in June and requested that the mayor wear the chains of office.

All Cllrs agreed to grant permission.

13. To Consider Alveston Parade Remedial Maintenance

(Clerk) had previously distributed to Cllrs a quotation for repair work to be completed on the pillars at the shopping Parade in Alveston (JG) expressed concern that the buildings did not belong nor were the responsibility of the Parish council and was concerned over insurance issues and potential ongoing repair responsibilities. The Alveston Community Forum informed (JG) that the payment for repair works should be the responsibility of the shop owners and stated that the Chair of that committee will endeavour to seek agreement from the shop owners.

14. Authorisation of Payments

Payments authorisation – Payments were made out of meeting on 16th April by (JG) & (JM)

| Details | Ref. | £ |
|------------------------------|---------|-----------|
| Grounds Maintenance Contract | B/P 196 | 1170.00 |
| Photocopy & Print | B/P 197 | 43.92 |
| Tax & NI | B/P 198 | 1620.43 |
| Room Hire Invoice 211 & 222 | B/P 199 | 30.90 |
| Salary | B/P 200 | 249.80 |
| Salary & Expense | B/P 201 | 1701.65 |
| Salary | B/P 202 | 135.62 |
| Total Payments | | £4,952.32 |

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

| Details | | £ |
|-------------------------------------|--------|-----------|
| Grounds Maintenance | BP/203 | 1228.50 |
| Photocopy & Print | BP/204 | 43.92 |
| Expenses Re – Public Consultation | BP/205 | 99.00 |
| Clear windblown tree at Allotments | BP/206 | 250.00 |
| Annual Membership | BP/207 | 689.09 |
| Annual Membership | BP/208 | 36.00 |
| Additional payment to solicitor | BP/209 | 300.00 |
| Jubilee Field Water Charges | BP/210 | 16.40 |
| Trough Supply - Allotments | BP/211 | 58.70 |
| Clerk – Salary & Expense | BP/212 | 1682.77 |
| Salary – Inspect / Sweep / Shelters | BP/213 | 240.00 |
| Salary – Cemetery Caretaker | BP/214 | 135.62 |
| Annual Membership | BP/215 | 215.00 |
| Qtrly Line Rental / BB / Calls | BP/216 | 219.95 |
| Total Payments | | £5,214.95 |

14.2. Recent Receipts

| Details | Ref. | £ |
|------------------------------|-----------|------------|
| Allotment Fees – Annual Rent | Transfers | 698.40 |
| CIL Payment – 2021/22 | DCR | 11543.63 |
| Half Year precept | DCR | 30148.00 |
| Total Receipts | | £42,390.03 |

22.006 Resolved: That all receipts and payments presented to the PC meeting on 21st March 2022 were accepted.

15. Correspondence

(Clerk) displayed on screen an email received from Alveston Allotments Association from an allotment holder relating to the delivery of 20 * bags of material to the allotment access pathway where upon a neighbour moved the bags. (Clerk) informed Cllrs of the permissible access to allotment holders and agreed that without knowing where the bags were deposited Councillors could not comment.

16. Website / Helmet

To enter detail relating to the Gym Equipment

17. Any Matters the Chair Considers Urgent

(JG) informed Cllrs that (AC) had received a request to financially assist to the tune of £200 for the installation of a bench to be located within the Jubilee Hall Garden to commemorate the Queen's Platinum Jubilee. Cllrs agreed that subject to the celebration plaque making reference to the councils' contribution that the request be granted.

22.007 Resolved: That a contribution of £200 be made for the installation of a bench to commemorate the Queen's Platinum Jubilee.

Meeting closed at 21.20pm

The next Council Meeting will be 20th June 2022. (At the Jubilee Hall)