

**Minutes of the Parish Council Meeting  
Held on 20<sup>th</sup> June 2022 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs John Graham, (Chairman), Jasmine McGregor (JM), Valerie Williams (VW), Carmen Vazquez (CV), Marion Reeve (MCR),

Graham Smith (Clerk), Keith Burchell (SGC), Kelvin Chappell (St Helen's School)

**1. Apologies for Absence**

Cllrs Paul Caddick (PC), Anne Curtis (AC), Matthew Riddle (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**

None

**5. South Gloucestershire Council**

Ward Councillor Keith Birchall attended to answer any questions Councillors may have. (Clerk) raised an issue on behalf of the planning committee with regard to timeframes relating to Parish Councils raising objections and Ward Cllrs "calling in" items on the Circulated Schedule and that the five-day limit was not adequate for Town and Parish Councils. (KB) replied by stating that setting timeframes were beyond the jurisdiction of SGC but would however, listen favourably to any requested extensions. (KB) agreed to ask officers to revisit the request for condition from the Parish Council relating to application P22/00411/F which Cllrs asked to raise under the Circulated Schedule.

(MCR) objected to the new application relating to the proposed installation of Dorma Windows at 25 Quarry Rd. (KB) confirmed that the process followed a legal framework and the applicant was within their rights to submit further applications although the current enforcement notice still applies and have until August to remove the current Dorma Windows or alternatively be subject to court action. (KB) also added that the 1949 Planning Legislation is no longer fit for purpose to meet modern planning activities and that this issue is in the hands of central government.

(MCR) brought to the attention of (KB) that a resident has raised a complaint relating to a concrete post located in Quarry Mead preventing access to parking at their house. (KB) agreed to investigate the issue.

**F220620-01** – Investigate issue relating to a bollard blocking access to parking at Quarry Mead.

**Action to (KB)**

(MCR) requested that discussions relating to parking on the the grassed areas owned by Bromford at Quarry Road should be revisited. (KB) confirmed that SGC are looking into the feasibility of installing a product called "Grass Crete" and the costs involved and would come back to Council with findings.

**6. Report from St Helen's School**

Councillors welcomed Mr Kelvin Chappell. Mr Chappell (KC) introduced himself as Head of School and confirmed that he had replaced Chris Casey and would be attending future Parish Council meetings to present regular updates on school activities. After 8 years' service Mr Spens is leaving

to work with the Church on leadership training. Currently the School is undergoing consultation with parents relating to initiating the “Federation Process” with St Mary’s School in Yate and will be recruiting an executive head teacher for placement in January 2023. (KC) confirmed that many local schools are undergoing Federation status which will benefit by, having one shared head teacher, having teachers working together, sharing resources and planning and operating with one governing board. It was emphasised that finances would remain the individual schools’ responsibility.

A consultation is currently in progress relating to start and finish times aimed at easing congestion and parking around the school as raised by the parish council and lessons learned during lockdown. Schools are expected to operate a 32.5 hour working week and currently consulting on an 8.45AM – 3.125PM start and finish times.

The Summer fair was a huge success and well attended. The Aircraft reading room has been delayed but is scheduled to be in situ by the end of summer. (VW) express concerns relating to the government policy of secularising all schools and the impact this may have on C of E schools and the impact upon the community aspect of the school which is seen to be so important.

## 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. There was one type error which (Clerk) agreed to rectify.

**22.008 Resolved:** The minutes of the Parish Council meetings held on Monday 16<sup>th</sup> May 2022 were accepted as accurate and signed by Chairman.

## 8. Review and recommendations from Planning Committee

No report available due to Cllr absence.

## 9. Responsible Councillor and community group reports.

(JM) reported that the video of installed Gym Equipment had been completed and Enover were happy with the result. The Down Rd application for Grant Funding had been completed, (Clerk) also confirmed that he had applied and completed relevant forms to SGC for S106 funding for the project. The public consultation had returned 170 positive responses for the project. There have been no further developments in the nature areas as responses to enquiries to SGC have been slow in coming back. There is a requirement to petition off the area with logs which can be embedded into the ground however, permission needs to be gained before installation, likewise benches. The bund has flowered well and fulfilling its promise to be a “natural” vehicular deterrent.

Councillors discussed alternatives relating to the resurfacing of the Children’s play area located at the Lime Kiln field. (Clerk) confirmed that due to the arduous process of obtaining complex quotes for the area and that as quotes had been obtained in the past, to obtain a further round of quotes when a strategy has not been decided would cause APC to lose credibility with suppliers. (JG) stipulated that either the Parish Council decide to resurface around the safer surfaces with an approximate cost of £15,000 or to rip up all and resurface the entirety of the park at an approximate cost of £46,000. Cllrs agreed that there may be an expectation that council financial resources may be tied up with the renovation of the Down Rd play area and strategic financial decisions should wait until confirmation of grants and associated expenditure at this area be confirmed.

(JG) confirmed that he and (CV) had conducted an allotment inspection on Tuesday 14<sup>th</sup> June. Most of the allotments and communal areas were good to excellent however, a few allotments had not been attended whatsoever. (JG) expressed the need to revise the Tenancy Agreements to ensure that allotment holders who do not attend their allotment can be evicted within a short notice period, particularly as there is a long waiting list and a need to grow produce in the current difficult economic situation. He advised that an allotment work group be established soon after (PC) is able to return. Cllrs unanimously agreed.

(VW) reported to Cllrs that she had attended the Oldbury Sites Stakeholder Group meeting and confirmed that Magnox remain proactive in decommissioning the site, their safety record is

excellent. The buildings on the Berkely site are currently being used for training and education purposes.

## 10. Financial Matters

May Financial Statement 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.

**22.009 Resolved:** The financial report for May 2022 as presented was accepted as accurate.

(Clerk) had previously forwarded the 2021/22 AGAR form and line by line went through section 1 (Annual Governance Statement) at the meeting in May. 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.

**22.010 Resolved:** The Parish Council declares that Section 1 of the 2021/22 AGAR is approved and to be signed by Chair / Clerk.

The Parish Council confirm that members had sight of the internal audit report dated 7/12/21 and the recommendation from the internal auditor had been addressed and that there were no further issues highlighted within the internal audit dated 17/05/22. Councillors confirm that they have read and accept the audit reports 2021/22

**22.011 Resolved:** The Parish Council confirm that the audit report on the AGAR form is accepted.

Cllrs confirm that they had received accounting reports throughout the year and declare that the end of year accounting statement previously forwarded by (Clerk/RFO) for 2021/22 is a true and accurate representation of the council's current financial situation.

**22.012 Resolved:** The Parish Council declares that Section 2 of the 2021/22 AGAR is approved and to be signed by Chair.

## 11. Confirmation of dates for Exercise of Public Rights

(Clerk) presented to Cllrs the dates for the exercise of public rights which fall between Monday 27<sup>th</sup> June 22 and Monday 5<sup>th</sup> August 22 and confirmed that the notices would be displayed on the notice boards located at the shopping parade Greenhill Rd and the notice board located at Rudgeway Park, Rudgeway with immediate effect after meeting. The notice will also be uploaded onto the website with immediate effect.

**22.013 Resolved:** The Parish Council approve the dates of the exercise of public rights and notices to be published with immediate effect.

## 12. Consider renewing Grant Aid Policy / Procedure

(Clerk) had previously forwarded existing Parish Council Grant Aid policy for Cllrs to review. (JM) recommended that to stipulate upon the document that applications for Grant Aid should open in October each year for review by Cllrs at meeting in November and payments to be made in December. Extraordinary applications may be made for a grant anytime within the year for approval by full council and that any extraordinary payments made during the year does not affect the budget for grant donations in October. (Clerk) agreed to update the policy for presentation and approval at the July meeting. (Clerk) informed Cllrs that the grant toward a Jubilee Bench approved for the WI at the meeting in May was turned down by the WI as enough funds were available.

**F220620-02** – Update grant policy as recommended and present for approval at July PC meeting.

**Action to (Clerk)**

## 13. Authorisation of Payments

13.1. Payments Authorisation - Payments Authorised at meeting by (JG) & (JM)

Details		£
Grounds Maintenance	BP/217	1228.50

Details		£
Photocopy & Print	BP/218	43.92
Gym Equipment/Installation/VAT	BP/219	26637.53
Allotment Land T/Fer legal fees	BP/220	1330.40
Localism Charges	BP/221	1545.37
Clerk – Salary & Expense	BP/222	1716.14
Salary – Inspect / Sweep / Shelters	BP/223	434.70
Salary – Cemetery Caretaker	BP/224	135.42
Grant Payment toward curtains	BP/225	1000.00
Repair to swing gate - A38	BP/226	455.00
Bin Empty	BP/227	64.20
Total Payments		£34,591.18

## 13.2. Recent Receipts

Details	Ref.	£
Allotment Fees – Annual Rent	Cheques	356.00
Deed of Grant	Cheque	57.70
VAT Refund	T/Fer	2121.96
Gym Equipment Grant	T/Fer	17198.00
Internment of Cremated Remains	Cheque	110.00
Total Receipts		£19,842.76

**22.014 Resolved:** That all receipts and payments presented to the PC meeting on 20th June 2022 were accepted.

**14. Correspondence**

None

**15. Website / Helmet**

None

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

(JG) informed Cllrs that (AC) and he represented the council at the funeral of Mrs Joan Hawkins. He added that Mrs Hawkins was an exemplary member of the community and formally thanked the family for the gift of allotment land in perpetuity the transfer of which had now been completed.

(JM) raised concerns relating to car theft within the Parish and the use of a highly sophisticated technology which migrates the workings of a key fob to allow the thief to seamlessly open and start a car if the owners fob is within range of the thief's device. She advises that car owners store their keys well away from the car (i.e., upstairs as opposed to the hallway) or even better to purchase a protective case.

Meeting closed at 21.00pm

**The next Council Meeting will be 18<sup>th</sup> July 2022. (At the Jubilee Hall)**