

**Minutes of the Parish Council Meeting
Held on 18th July 2022 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs John Graham, (Chairman), Jasmine McGregor (JM), Anne Curtis (AC), Carmen Vazquez (CV), Marion Reeve (MCR),

Graham Smith (Clerk), Matthew Riddle (MR) (SGC), Kelvin Chappell (St Helen's School)

1. Apologies for Absence

Cllrs Paul Caddick (PC), Valerie Williams (VW), Matthew Riddle (SGC),

2. Declaration of Interests

None

3. Evacuation Procedures

The evacuation procedures were noted

4. Public Participation

None

5. South Gloucestershire Council

Ward Councillor Matthew Riddle (MR) declared to Cllrs that he was optimistic that the Parish Council would receive a S106 grant payment from the development at Coster Close and that the development of the play area on Down Rd will fall into the category to receive a grant. Although this needs to be confirmed the (Clerk) will receive correspondence from SGC confirming in due course.

(JG) stated that all quotes for the replacement of the fence at the Down Rd play area had been submitted and that the cheapest option would be best to approve and that the SGC grant could be used to fund this. All councillors unanimously approved that the fence replacement be ordered subject to confirmation of the SGC s106 grand being approved.

22.015 Resolved: The Down Rd play area fence replacement be ordered subject to confirmation of the SGC s106 grand being approved.

(MR) had previously forwarded current SGC open consultations for councillor information and stated that none were of direct concern to Alveston and were general for the South Glos area. The second phase of the consultation to changes concerning A38 is yet to open.

6. Report from St Helen's School

Councillors welcomed Mr Kelvin Chappell to the meeting. Mr Chappell reported that: -

- Federation School Status had been approved by the governors
- The recruitment process for a new head teacher is underway.
- Role of children is currently 207
- Consultation to change school hours has been completed and the school will not be moving forward with alternative proposals.
- The feature aircraft for the school is still at B AE systems being refurbished having experienced a six-month delay. Expected delivery time will be Sept/ Oct.
- The open book team continues and thanks to Cllr Valerie Williams for her contribution.

(AC) enquired regarding parking within the vicinity.

(MCR) asked about the location of the Barnwell Blue Plaque the original having now been repaired.

(MR) Enquired about the make up of the governing body once schools become a federation.

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.

22.016 Resolved: The minutes of the Parish Council meetings held on Monday 20th June 2022 were accepted as accurate and signed by Chairman.

8. Review and recommendations from Planning Committee

No report as no meetings held due to no applications to consider in one meeting and not being quorate in the other.

9. Responsible Councillor and community group reports.

Play Areas & Open Spaces

(JM) reported that a grant offer had been made to the Parish Council of £50,000 toward the refurbishment of the play area located on Down Rd subject to APC contributing £5,000 and agreement terms being submitted. (Clerk) had previously forwarded with the agenda packs the draft agreement for Council approval. Councillors unanimously approved the agreement and (JG) and (JM) signed 2 copies as instructed by Enovert.

22.017 Resolved: The Parish Council approve the Enovert agreement as presented and approve for signing.

(JM) stated that "All out Play" was the preferred supplier of equipment and that Enovert agreed to this supplier. Tweaks had been made to the original specification and (Clerk) had distributed the Version 2 spec. for Cllrs review with the agenda packs. Cllrs unanimously agreed to the proposal. (JM) proposed to move forward as indicated (JG) seconded and all Cllrs agreed.

22.018 Resolved: The Parish Council approve "All Out Play" specification V2 for the installation of new play equipment at the Down Rd play area.

(Clerk) forwarded Cllrs that there will be a requirement to pay comparatively large invoices in the short term due to the timing of orders and the clash with summer recess and requested that Cllrs approve that these invoices be permitted to be paid "out of meeting". (AC) proposed that (JM) and (JG) be permitted to sign off large payments for works to the Down Rd play area and associated invoices. (MCR) seconded and all Cllrs unanimously agreed.

22.019 Resolved: Invoices of large amounts relating to the Down Rd play area development be permitted to be paid by (JM) & (JG) out of meeting.

(JM) reported that a series of small, non-offensive Graffiti had appeared on multiple pieces of play equipment at the Lime Kiln play area and had been in touch with SGC to remove. (Clerk) requested that any issues relating to the Parish Council play areas come through him as SGC do not attend to requests for Parish Council property. (Clerk) would take action for removal.

F220718-01 – Remove graffiti at Lime Kiln Play area.

Action to (Clerk)

Cemetery

(Clerk) informed Cllrs that there have recently been several issues in the cemetery that required urgent attention. (MCR) stated complaints had been received that the water butt was empty. (Clerk) stated that he had been checking the water butt and there was only one time that it needed topping up but was never empty, there had been no reports from the cemetery caretaker stating as such although (Clerk) did confirm that she recently had covid.

(Clerk) reported that he recently had issues with Summers Memorial Masons not following due process and cemetery rules and that a headstone had recently been fitted in the incorrect position and had to call them back to re-instate. There have been several occasions brought to light where Summers have not been informing (Clerk) when a memorial stone was to be installed/re-instated which has caused (Clerk) to consider having to do a full audit of memorial headstones which he states is a time-consuming undertaking. Cllrs agreed that due to several issues the proforma invoice to pay Summers in advance to re-instate a headstone will not be paid. (JG) would seek an alternative reinstatement.

(Clerk) had reported fly tipping at the cemetery. A green wheelie bin filled with plastic bottles of cooking oil, and decomposed food waste and several other containers (which he did not

investigate) was left in the cemetery. (Clerk) has requested SGC clear this, cost of which will be invoiced to the Parish Council. (JG) suggested that something be written on the website / Helmet stating that fly tipping had occurred in the cemetery and sees this as a wholly unacceptable practice.

F220718-02 – Report fly-tipping at cemetery.

Action to (Clerk)

Allotments

To date the Clerk is yet to receive the ownership pack from Star Legal but has been assured that they are only waiting for Land Registry.

Further to a recent inspection there were four allotments in which were had not been maintained throughout the 2022 growing season. (Clerk) wrote a warning letter advising the allotment holders to tend to allotments and given four weeks' notice to do so. To date two allotment holders have not tendered their allotments despite the warnings. Cllrs unanimously agreed that evictions notes be issued to holders of neglected allotments.

22.020 Resolved: Issue to the holders of neglected allotments an eviction notice.

10. Financial Matters

June 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.

22.019 Resolved: The financial report for June 2022 as presented was accepted as accurate.

(Clerk) stated that several payments will be due during the summer recess and requested confirmation that Cllrs would be available to make payments out of meeting. Cllrs confirmed this to be acceptable.

11. To consider review of Grounds Maintenance Contract

(Clerk) informed Cllrs that a revised grounds maintenance spec will be presented for approval at the September meeting. This will include new sections relating to Allotments and Nature Area and asked Cllrs if they approve the inclusion of these two new items. Cllrs unanimously agreed that the council take responsibility for the maintenance of these areas and to include in the new issue of grounds maintenance specification for 2023/26.

12. Review of Parish Council Policy documents

(Clerk) had previously forwarded existing Parish Council Standing Orders and Financial Regulations along with the revised Grant Aid policy in the agenda packs to review and approve. Cllrs unanimously agreed that the policy documents as presented conform to the requirements of the council with no amendments necessary.

22.021 Resolved: Council Standing Orders, Financial Regulations and Grant Aid policy have been reviewed, presented and acceptable for use.

13. Authorisation of Payments

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

Details		£
Grounds Maintenance	BP/228	1228.50
Photocopy & Print	BP/229	43.92
Renew Microsoft 365 Business	BP/230	135.36
Clerk – Salary & Expense	BP/231	1689.92
Salary – Inspect / Sweep / Shelters	BP/232	244.80
Salary – Cemetery Caretaker	BP/233	135.62

Details		£
Quarter Tax & Ni payment	BP/234	1719.55
Months March - June	BP/235	118.75
Total Payments		£5,316.42

13.2. Recent Receipts

Details	Ref.	£
Credit Interest	T/Fer	18.49
Internment of Cremated Remains	T/Fer	110.00
Total Receipts		£128.49

22.022 Resolved: That all receipts and payments presented to the PC meeting on 18th July 2022 were accepted.

14. Correspondence

(Clerk) had received an email from a resident expressing concern relating to the land between the house fencing and the stone wall at the Alveston House Hotel development. (MR) stated that the area should be maintained by a management company appointed by the developer until the shrubs have had the chance to embed in and would investigate this, in the meantime he would write to officers requesting it be cut back.

15. Website / Helmet

As indicated in item 9 in the minutes.

16. Any Matters the Chair Considers Urgent

(AC) raised the on-going issue related to the resurfacing of the Lime Kiln play area which at the last meeting was decided not to pursue until finances had been confirmed relating to the refurbishment of the Down Rd play area and the council knew what it needed to commit to. Now that this has been agreed with favourable results to the council (AC) requested that the council now commit to the resurfacing of the play area and proposed that this be actioned. (JG) seconded and all Cllrs unanimously agreed.

22.023 Resolved: The Lime Kiln Play area be resurfaced.

(Clerk) requested that as he had already obtained three quotes on two separate occasions and the same supplier was the cheapest on both occasions that he place the order with the same company without having to pursue three quotes again. Cllrs unanimously agreed and requested that Clerk obtain a revised quotation and if agreed with Chair and Finance (JM) to place an order.

F220718-02 – Obtain a revised quotation and if agreed by Chair / (JM) to place a purchase order to resurface the Lime Kiln play area.

Action to (Clerk)

17. Meeting closed to public/press to consider confidential item

Closed Session

Meeting closed at 21.20pm

The next Council Meeting will be 19th September 2022. (At the Jubilee Hall)