

**Minutes of the Parish Council Meeting  
Held on 26<sup>th</sup> September 2022 at 7.30pm at the Jubilee Hall.**

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

Graham Smith (Clerk)

**1. Apologies for Absence**

Cllr Carmen Vazquez, PC Will Price, Ward Cllr Keith Burchell

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted

**4. Public Participation**

Two members of the public were in attendance relating to item 6 on the agenda. Martin Wistow, Chair Alveston Cricket Club.

**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.

**22.023 Resolved:** The minutes of the Parish Council meetings held on Monday 18<sup>th</sup> July 2022 were accepted as accurate and signed by Chairman.

**6. Alveston Cricket Club / Neighbours**

Members of the public explained to Cllrs the position of their home as it relates to the Jubilee Field and the trajectory of cricket balls which clear the boundary. Nine years ago, there were very few cricket balls which landed in their garden but recently have increased in frequency until the neighbours feel that the situation has become intolerable (sixteen balls have been collected over the season). Other residents at David's Close requested that they be represented as a canopy, conservatory and a solar panel have been damaged in recent months. Of more concern it was expressed that there is a Health and Safety issue at stake if the causes of concern are not addressed.

Martin Wistow, representing the Alveston Cricket Club, informed Councillors that he had met with residents of David's Close to discuss the issues and explained that several explanations were to account for the rise in intrusive cricket balls. There has been a huge increase in cricket activity on the Jubilee Field due the popularity and members of Alveston Cricket Club increasing resulting in more games, players are getting better and that over 53 years that Cricket has been played on the Jubilee Field the equipment (bats) have improved significantly resulting in the ability to score "sixes" has significantly increased. Analysis has been done with the positioning of the cricket square to reduce the risk to householders at David's Close, but each solution gives cause for concern elsewhere. With consideration the only perceived solution is to heighten the cricket nets to minimise risk which after research would cost £4,500 - £5,000 and with support of the Parish Council the cricket club would also place funding into the pot as well as seeking a grant from ECB (environment protection fund).

(MR) suggested that SGC may help via the "Member Award Funding" facility.

The next season is due to start 23<sup>rd</sup> April 2023, and all involved should consider a timescale which befits the necessity to implement as soon as into the new season as possible. All Cllrs agreed the course of action. (AC) proposed that the Parish Council award a grant which matches the SGC "MAF" funding and support the cricket club with other funding initiatives. (MCR) seconded the motion and all Cllrs agreed.

**22.024 Resolved:** The Parish Council to match SGC “MAF” and to support ACC with funding initiatives with a view to fund the installation of new netting early in the 2023 cricket season.

Martin Wistow agreed to obtain further information and provide the council in time for the October meeting.

## 7. South Gloucestershire Council

(MR) reported events relating to SGC

Help nationally and locally for residents and business with the cost-of-living crisis can be found on the SGC website also SGC has set up an area on its website called the ‘The Big Switch’ which is advice for residents and businesses of how to help the environment and cut carbon emissions.

The consultation which may be of interest to councillors is that SGC are recommissioning the Better Care Stronger Communities budget for a range of services and activities which support local communities and are now consulting on proposed changes to the procurement route, commissioning process, evaluation criteria and method of monitoring services provided.

One of the trees on The Green, Down Road is the subject of an infestation by what is known as ‘Bird Cherry Ermine Moth’. This species can cause complete defoliation and spectacular webbing during the later spring and early summer. Defoliation is most severe on small trees and plants and although the webbing can be unsightly, it should not affect the long-term health or vigour of the tree in this instance. The tree officer is keeping his eye on it.

(Clerk) requested from (MR) progress on payment from SGC relating to the approved s106 for the improvements to the Down Rd play area as no communication had been received and a deposit paid, and the installation of the new fence had been completed. (MR) agreed to investigate.

## 8. Representative Reports

None

## 9. Review and recommendations from Planning Committee

No report given due to no meetings (no applications to consider). (AC) expressed her disappointment with SGC relating to recent permissions granted which had over-ridden the views of the Parish Council. (MR) explained that if the process is within the legal framework in which SGC are obliged to follow then permissions need to be granted.

## 10. Responsible Councillor and sub-group reports.

Fields & Open Spaces - (JM) informed Cllrs that the commencement of the development of the Down Rd play area is due to begin on the 20<sup>th</sup> October 2022. All items have been ordered and down payments made. (Clerk) informed Prestige Grounds to remove shrubbery prior to work commencing on dismantling and erecting the fencing.

The resurfacing of the Lime Kiln play area had been completed the previous week to a satisfactory standard, the remaining debris is to be picked up within a day.

(Clerk) informed Cllrs of the position and nature of the parish bus shelters and advised that the existing contractor is no longer available to conduct the cleaning regime. As SGC own two of the parish polycarbonate bus shelters it seemed logical to enquire whether SCG could fit the remaining parish polycarbonate shelters into their cleaning regime. SGC quoted £40 per shelter which for two cleans PA is less than the current budget and to fit with SGC (three cleans PA) regime the council will need to increase their shelter budget by £160. (PC) expressed concern that cleaning shelters should be issued to a local cleaning company however, Cllrs felt that consistency between shelters should be maintained and (AC) proposed that parish polycarbonate shelters to be cleaned by SGC three times PA in line with the SGC regime, (VW) seconded and the majority of Cllrs agreed with the proposal.

**22.025 Resolved:** The Parish Council polycarbonate bus shelters are to be cleaned three-time PA by SGC in line with the SGC bus shelter cleaning regime.

(AC) enquired whether the electronic signage at bus shelters, as promised several years ago is likely to happen and if so, would they be effective as many advertised busses across the region are being cancelled at short or no notice. (MR) responded to comment by stating that currently the regional bus companies are operating with a shortage of 60-70 bus drivers and agreed to investigate the strategy regarding integrating electronic signage on bus routes within the Parish. (Chair) intervened stating that the issue was not an agenda item and to give Cllrs opportunities to raise the issues at the next meeting.

**F220926-01** – Add bus matters onto next Parish Council meeting agenda.

**Action to (Clerk)**

(Clerk) updated Cllrs on allotment issues. The land transfer solicitors had been contacted having been informed to expect continued delays in receiving documentation due to processing issues within the Land Registry. It is the view that allotment tenancy agreements require updating at the next call for charges in April 2023, this would include policy on ownership, access, deliveries, and would require input from representatives of the AAA, Cllrs and neighbours. To this end (Clerk) proposed that it would be advisable to establish a temporary working group to give additional Cllr input and flexibility. (AC) and (MCR) volunteered to sit on the committee along with (PC). All cllrs agreed to form the PC subcommittee.

**22.026 Resolved:** A Parish Council allotment working subgroup be formed consisting of (PC), (MCR), (PC).

(Clerk) informed Cllrs of a current issue with two examples of a single household holding two allotments which was seen by some as being unfair however, the allotments were taken when there was no one on the waiting list and the allotments are no of the highest quality. Cllrs deemed it unfair to remove these allotments from the current holders and a policy relating to multiple holders from the same household will be discussed by the Sub-group and any changes will be added to the revised agreements in April.

(MCR) briefed Cllrs regarding developments to upgrade the Jubilee Hall Garden which has now been approved by the Jubilee Hall trustees with work to be carried out by Mr Dan Norris and supplies being donated by Kellaway Building Supplies with the Alveston Community Forum financing the project where required. The Alveston WI agreed to maintain the upkeep of the garden once installed.

The position of a proposed silver birch tree to be planted by the Alveston Twinning Association was raised but no specifics were given and (Clerk) suggested this be discussed when required.

## 11. Financial Matters

July & August 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.

**22.027 Resolved:** The financial reports for July & August 2022 as presented was accepted as accurate.

## 12. Insurance Arrangements – 2022/23 / External Audit Review

Insurance (Clerk) had forwarded all quotation documentation from three suppliers prior to the meeting two quotations were from brokers the other direct with the insurer. (Clerk) expressed his view that the quotation from the existing supplier was simply too expensive yet the other two did not include the Community Forum insurance. Of the remaining two, one quotation came back with a bespoke form which did not demonstrate individual attention the other quotation involved an account manager where two telephone conversations and several questions were asked of the clerk. Cllrs agreed that the most attentive insurer would be best placed to work with the council should there be a claim and instructed (Clerk) to adopt insurance with Zurich with a view to enquire if discount was available with a three year agreement and if so a long term agreement would be permissible. (AC) proposed that Zurich be adopted as supplier, (PC) seconded and all Cllrs unanimously agreed.

**22.028 Resolved:** Zurich be adopted as insurer with an extension for a three year agreement if financially beneficial.

Cllrs agreed that (Clerk) should discuss the insurance situation with the Chair of the Forum to seek solutions to ensure the forum is covered. As the council will be making a saving on the current insurance budget this can be used to pay for costs for the Community Forum insurance without (Clerk) having refer to Council.

External Audit Review External Auditor PKF Littlejohn audit feedback papers were distributed with the agenda packs for Cllrs to review. (Clerk) confirmed that there were no issues raised and that the Notice of Completion of Audit has been displayed on the website and on notice boards located at The Greenhill Shopping Parade and the Parish board located in Rudgeway.

### 13. To Discuss the Cost of Living Crisis

Cllrs agreed that some residents may feel overwhelmed with financial issues relating to external influences and government policy. (Clerk) stated that SGC are taking a lead on this issue and are better placed to do so and has received a communication asking for feedback on initiatives Town and Parish Councils may adopt. (MR) had stated that SGC had set up advice on multiple areas and is available on the SGC and where possible Cllrs should direct residents to this. Cllrs agreed that information should be displayed on the Parish Website and via the Helmet. It is also expected that a possible upsurge in requests could occur over the winter to the Charity of Emily Amelia Ponting and requested that (JM) update the Council.

**F220926-02** – Update Alveston.org with links to SGC “Cost of Living Crisis” page and submit information to Helmet for the November issue.

**Action to (Clerk)**

### 14. Authorisation of Payments

Payments authorisation – Payments were made out of meeting on 5<sup>th</sup> Sept by (JG) & (AC)

Details	Ref.	£
Photocopy & Print	B/P 246	43.92
Graffiti and Fly Tipping Removal	B/P 247	147.60
Line Rental & Calls	B/P 248	97.31
25% down payment - Down Rd fence	B/P 249	3093.72
Total Payments		£3,382.55

#### 14.1. Payments Authorised out of meeting by (JG) & (JM) on 20<sup>th</sup> September

Details	Ref.	£
Grounds Maintenance	B/P 250	1228.50
Salary including bus shelters	B/P 251	434.90
Clerk Salary & Expense	B/P 252	1672.14
Salary – Cemetery Caretaker	B/P 253	135.62
Total Payments		£3,471.16

#### 14.2. Recent Receipts (August 2022)

Details	Ref.	£
50% Grant for Play Area works	T/Fer	31,466.70
Internment of Cremated Remains	T/Fer	110.00
Allotment Rent Received	T/Fer	10.00
Total Receipts		£31,586.70

**22.029 Resolved:** That all receipts and payments presented to the PC meeting on 26<sup>th</sup> September 2022 were accepted.

**15. Correspondence**

None

**16. Website / Helmet**

Refer to item 16 on minutes.

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

(JG) enquired to councillors if there was an appetite to move the Parish Council meeting on 19<sup>th</sup> December forward to 12<sup>th</sup> December due to the proximity to Christmas as was done in 2021. (AC) and (MCR) stated that they are unavailable on the 12<sup>th</sup> of December. Cllrs requested that Clerk enquire to the availability of the Jubilee Hall during the week commencing 13<sup>th</sup> December and also to make enquiries with the Ship and report at the October meeting.

**F220926-03** – Investigate availability of meeting venues week commencing 13<sup>th</sup> December and report to October meeting of the Parish Council.

**Action to (Clerk)**

(VW) raised questions from concerned residents relating to the integrity of a tree on Wolfridge Ride where Cllrs recommended to refer the issue to SGC for a tree survey.

**18. Confidential Matters**

The meeting adjourned to discuss matters of a confidential nature.

Meeting closed at 21.35pm

**The next Council Meeting will be 19<sup>th</sup> October 2022. (At the Jubilee Hall)**