

**Minutes of the Parish Council Meeting  
Held on 20<sup>th</sup> February 2023 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Paul Caddick (PC) (Chair), Valerie Williams (VW), Marion Reeve (MCR), Carmen Vazquez (CV).

Graham Smith (Clerk), Ward Cllr Matthew Riddle (SGC).

**1. Apologies for Absence**

Cllrs John Graham (JG), Anne Curtis (AC), Jasmine McGregor (JM).

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted.

**4. Public Participation**

PC Will Price.

**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.

**22.052 Resolved:** The minutes of the Parish Council meetings held on Monday 16<sup>th</sup> January 2023 were accepted as accurate and signed by the Chair (PC).

**6. South Gloucestershire Council**

(MR) reported that the advertising A-Board which had been illegally placed at the entrance to "The Street" on SGC highway land had now been removed.

The bus shelter which had been removed due to damage from a vehicle has now been raised with the Street care director Mark King as an urgent matter.

The tree at the Church has been removed and currently waiting for "Streetcare" to remove the trunks and roots however it appears that due to the fact that only three additional parking places would be created that the budget is not available to re-surface the area. (MR) requested that the Parish Council consider using the land where the Millennium stone is situated to create parking via a concrete / plastic parking surface to accommodate parking for the church / school use.

A grant is available to residents organising King Coronation and may be applied for via the SGC website.

Thornbury to North Bristol Sustainable Transport Corridor improvements (A38), the second consultation has NOW started and runs until 19th March. There will be a drop-in session on Wednesday 8 March, 4pm – 6pm in the Jubilee Hall. The plans for a safer cycle and walking route up and down Thornbury Hill (inside the fields, off the road) is now a separate project to the A38 one, and a planning application will be submitted later in the year.

(MCR) raised concerns relating to the lack of a local "One Stop Shop" for the Parish, the nearest being Yate is inappropriate and requested that (MR) pursue the reinstatement of the "One Stop Shop" located within Thornbury library.

(Clerk) thanked (MR) for the MAF grant which is intended for the erection of nets on behalf of the Alveston Cricket Club and field neighbours to ensure protection against stray cricket balls (see agenda item 12).

## 7. Representative Reports

Beat Officer PC Will Price presented a community policing report stating :-

The issues over Christmas at the Forecastle had been resolved and there are currently no issues to raise. The beat team and the Forecastle managements' relationship has greatly improved with a renewed cooperation from the management.

Scams have ben reported relating to the clever use of "social media" and "APP programming" to extract monies at the doorstep. Scammers note from sellers such as "eBay" that products can be purchased. Posing as buyers the scammer arrives at the doorstep and purchases said item demonstrating on their phone bank account that monies have been transferred however, they walk away with the goods and no transfer had taken place. PC Price recommends, transactions of this nature that the seller should only accept cash.

The theft of car catalytic converters are on the increase however, none have been reported within the Parish although several had taken place within the Severn Vale ward. Predominately Japanese vehicles have been targets due to the value of their specific convertors.

Car burglaries come in waves and there are no reported thefts currently.

Youth issues: - reports of anti-social behaviour occur sporadically.

Other issues: - There are no drug offences to report at present. Reports of poaching in the outlying areas of the Parish has been reported and carcasses of deer (abandoned) have been recovered, a watchful eye is being maintained but no arrests at present.

Reports of HGV vehicles entering Down Rd via Vattinstoke Lane continues and PC Price urges residents to continue photographing the offending vehicles so action can be taken. To date several hauliers have been contacted and drivers reprimanded and appropriate action taken by their employer.

(PC) raised the issue of inappropriate and over parking by building contractors and delivery vehicles for the new development at the corner of the Jubilee Field at Greenhill Rd and presented photographs of the offending vehicles to Councillors and PC Price. He expressed concern relating to the chaos that would ensue should planning permission be granted to build three large dwellings at the bridleway and was particularly concerned for the safety of school children. (Clerk) stated that the Council had requested to SGC that suitable safety barriers and footpath diversions will need to be created, delivery times to be restricted to avoid clashes with school drop of and pick up times and construction vehicles are not to reverse onto the road from the bridal way unless a third party is available to give adequate guidance to the driver of the reversing vehicle, even better to ensure there is enough room at the construction site so vehicles may turn around prior to pulling out. Cllrs appreciate that the access to the construction site is extremely narrow and that no pavement parking should be permitted as developers are required to make a provision for parking on site or to arrange mini-bus transport on and off site for development workers. This was requested to SGC as conditions of approval.

## 8. Review and recommendations from Planning Committee

None (in the absence of (AC))

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

Fields & Open Spaces - (Clerk) informed Cllrs in the absence of (JM) that the installation of the additional two pieces of play equipment funded by SGC 106 monies is now complete all but a small entrance path between the play area tarmac and the embedded trampoline. (Clerk) feared that if used excessively during wet periods that the grass would become overly muddy and ruin the safer surface and degrade the trampoline. "All out play" had agreed to spread additional safer surface to create an entrance to the trampoline area.

Allotments – (PC) informed Cllrs that little activity had been seen in the allotments over the winter months and that AAA meeting was due in March and the AAA AGM to follow shortly after. There are currently five on the allotment waiting list. The revised tenancy agreements will be discussed on item 13 on the agenda.

(VW) requested that the positioning of a camera at the access path to the allotments by the neighbour be investigated for legal purposes. (PC) advised that he would discuss this at the AAA meeting and advise a course of action.

(VW) reported relating to the Youth Centre committee meeting and reported that currently all is well with no major issues to report back.

#### **10. Financial Matters**

(Clerk) had distributed December and January financial report and reconciliations with the agenda packs. (Cllrs) felt that in the absence of (JM) that the approval and signing of reports be held back until the March meeting.

#### **11. To Introduce Equality/Diversity Policy & Safeguarding Policy**

(Clerk) reported the necessity to introduce two new policies to the Parish Councils' portfolio of policies. Documents were distributed with agenda packs and Cllrs had full sight of policies prior to meeting. There were no issues raised and (VW) proposed the policies be adopted. (MCR) seconded and all Cllrs unanimously agreed.

**22.053 Resolved:** The Parish Council adopt the Equality/Diversity policy and safeguarding policy documents as presented.

#### **12. To review Standing Orders & Financial Regulations**

(Clerk) reported that Standing Orders and Financial Regulations are required to be reviewed annually and that there had been no changes since the previous audit report. These had been distributed with the agenda packs and required confirmation of review. (MCR) proposed that the documents be approved (VW) seconded and all Cllrs unanimously agreed.

**22.054 Resolved:** The Parish Council confirm review of The Council Standing Orders and Financial Regulation documents and adopt for a further year.

#### **13. To consider amendments to Allotment Tenancy Agreement**

(PC) informed Cllrs that a new Tenancy Agreement for allotment holders had been drafted for Council approval (distributed with the agenda packs). The revised content considers the eviction process as requested by Cllrs in 2022 and the entrance arrangements via the Land owned by "The Manor" (formally "The Loans"). (Clerk) confirmed that the wording had been written in consultation with the Alveston Allotment Association and that they are aware of the revised agreement. (Clerk) requested formal approval from the Council.

(PC) proposed that the new Tenancy agreement be adopted (CV) seconded and all Cllrs unanimously agreed.

**22.055 Resolved:** The revised Tenancy Agreement for allotment holders is approved.

#### **14. To review and consider options for protective netting (ACC)**

(Clerk) informed that further to the parish council meeting in September 2022 the cricket club had submitted a quotation of £6,000 for the installation of protective netting at the boundary of the Jubilee Field intended to protect neighbouring houses from stray cricket balls. Further to resolution 22.024 that the Parish Council would match SGC "MAF" (Clerk) confirmed that this had been received. (Clerk) advised Cllrs that he had requested information relating to CIL payments for the new development which borders the field as it is applicable to the funding requirement and was informed that three CIL payments would be forthcoming one of £865 on 30 April 2023, one of £2,164 on 30 April 2024 and one of £1,298 on 30 April 2025 which could be marked as reimbursed expenditure when an advance payment is made. Cllrs agreed that the payment is covered by receipts and that a discussion would confirm with a full compliment of Cllrs at the next meeting.

#### **15. To consider request from Thornbury Town Council**

(Clerk) informed Cllrs that absent Cllrs requested that this item be carried forward to the next meeting.

**16. Authorisation of Payments**

16.1. Payments Authorised out of meeting by (JG) & (JM) due to all signatories being absent.

| Details                           | Ref.       | £          |
|-----------------------------------|------------|------------|
| Grounds Maintenance Contract      | B/P 304    | 1,228.50   |
| Photocopy & Print                 | B/P 305    | 50.70      |
| Salary                            | B/P 306    | 244.80     |
| Salary & Expense                  | B/P 307    | 1751.35    |
| Salary                            | B/P 308    | 135.62     |
| Litter Bin Empty                  | B/P 309    | 64.20      |
| Localism Charge - July22 – Sep 22 | B/P 310    | 1545.37    |
| Localism Charge - Oct22 – Dec 22  | B/P 311    | 1585.94    |
| Localism Charge - Jan23 – Mar 23  | B/P 312    | 1585.94    |
| Prosafe Gate Repair – Lime Kiln   | B/P 313    | 670.61     |
| <b>NEW BANK DETAILS REQUIRED</b>  | <b>N/A</b> | <b>N/A</b> |
| Accounting Software Licence       | B/P 314    | 255.14     |
| Telephone Line Rental & Calls     | B/P 315    | 72.69      |
| Total Payments                    |            | £9,190.86  |

16.2. Recent Receipts

| Details                  | Ref.   | £         |
|--------------------------|--------|-----------|
| Memorial CR Plot - 68    | Inc 21 | 100.00    |
| Wayleave                 | Inc 21 | 77.37     |
| MAF Grant - Cricket Nets | DCR    | 966.36    |
| Total Receipts           |        | £1,143.73 |

**22.056 Resolved:** That all receipts and payments presented to the PC meeting on 20<sup>th</sup> February 2023 were accepted.

**17. Correspondence**

(Clerk) informed Cllrs that he had received an email from a resident of David's Close advising that the council hedge was in a poor state at the area behind the field store. Councillors agreed that the Parish Council should maintain the integrity of the hedge and agreed to looking to replant in areas where it has died away and requested (Clerk) to investigate. It is noted that bushes planted to refill gaps will take a few years to mature and suggested that the neighbour could erect a fence at his side of the hedge.

**18. Website / Helmet**

An advertisement had been placed advising of the date of the annual parish meeting (17<sup>th</sup> April, 7,30 PM, Jubilee Hall).

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

(Clerk) informed Cllrs that he would be out of the Parish on annual leave as from 28<sup>th</sup> Feb – 8<sup>th</sup> March and would not impact upon the service to the Parish Council meeting.

(MCR) requested that (MR) seek to advise cllrs on an update of the enforcement actions at 25 Quarry Rd

Meeting Closed 20.42PM

**The next Council Meeting will be 20<sup>th</sup> March 2023. (At the Jubilee Hall)**