

**Minutes of the Parish Council Meeting
Held on 15th May 2023 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs John Graham (JG) (Chair), Anne Curtis (AC), Paul Caddick (PC), Marion Reeve (MCR), Carmen Vazquez (CV).

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

1. Apologies for Absence

Cllr Valerie Williams (VW), Tony Williams (SGC)

2. Declaration of Interests

(Inc. BDO LLP External auditor request) - None

3. Evacuation Procedures

The evacuation procedures were noted.

4. Public Participation

Martin Wistow (MW) from Alveston Cricket Club was in attendance to discuss the installation of protective netting at the Jubilee Field. (Clerk) stated that finances had been previously agreed from matching evenly SGC MAF funding, Parish Council funding and Alveston Cricket Club contribution. The remainder is retrievable from future CIL contributions over three years from monies obtained from a bordering development. (Clerk) confirmed that this is permissible under SGC CIL rules.

Further discussions surrounded the installation process. (JG) agreed to liaise with the supplier and ACC to access how the installation may be achieved in the safest and cost-effective way possible.

(MW) thanked councillors and Prestige Grounds for the excellent condition of the pitch surface and the skill of the grounds maintenance contractor in switching from football to cricket and producing a near perfect pitch in the matter of weeks.

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.

23.001 Resolved: The minutes of the Parish Council meetings held on Monday 20th March 2023 were accepted as accurate and signed by the Chair (PC).

6. South Gloucestershire Council

Cllrs welcomed (MR) and congratulated him on the re-election as ward councillor. Cllr Tony Williams is on holiday but (MR) assured Cllrs that they will meet to discuss how to cover the Severn Vale ward together.

(MR) confirmed that SGC had raised a further one million pounds to budget for road surfaces / potholes. Due to heavy rains in November and February with frosts in between created the issue being exasperated.

(Clerk) enquired as to the progress of replacing the bus shelter damaged due to a car collision. (KR) confirmed that a new shelter is on order.

7. Representative Reports

None

8. End Finance Report / April Finance Statement / Review of current finances / Grants (Incoming)

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

23.002 Resolved: The financial report for March 2023 as presented was accepted as accurate.

The Unity Trust April Finance Statement had been pre-circulated to Cllrs. (Clerk) explained that the April Finance report had not been done due to the internal audit not being signed off until the 10th May and that the 2022/23 year on the accounting system could not be closed down until the audit sign off had been completed. The statement demonstrated that HMRC refund, s106 balance, CIL money and precept had been paid in April. (Clerk) requested confirmation that the reports had been reviewed.

On reviewing finances (Clerk) confirmed that reserves holding met that of national recommended levels and that the accounts were healthy moving forward into the new year. A review of earmarked reserves would take place at the next meeting.

(JG) reported that Cllrs should consider the need for refurbishment equipment in the Lime Kiln Field (skate park and decommissioned cradle swing). A grant resource had become available and that a small working group will be formed to consider applications.

9. **AGAR 2022/23 / Internal Audit Review (Stage 2)**

(Clerk) had previously forwarded the 2022/23 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.

23.003 Resolved: The Parish Council declares that Section 1 of the 2022/23 AGAR is approved and to be signed by Chair / Clerk.

The Parish Council confirm that members had sight of the internal audit report dated 1st & 2/12/22 and the recommendation from the internal auditor had been addressed and that there were no further issues highlighted within the internal audit dated 10/05/23. Councillors confirm that they have read and accept the audit reports 2022/23.

23.004 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 2022/23 is a true and accurate representation of the council's current financial situation.

23.005 Resolved: The Parish Council declares that Section 2 of the 2022/23 AGAR is approved and to be signed by Chair.

10. **Confirmation of dates for Exercise of Public Rights**

(Clerk) presented to Cllrs the dates for the exercise of public rights which fall between Monday 12th June 23 and Monday 21st July 23 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 the week before the commencement date and will remain on display throughout the period. Similarly the notice will also be uploaded onto the website.

23.006 Resolved: The Parish Council approve the dates of the exercise of public rights and notices to be published.

11. **Review and recommendations from Planning Committee**

(Meeting – 17th & 24th March) Cllr Anne Curtis reported on the meetings as detailed within the Planning meeting minutes. (MR) noted the meeting minutes of the 24th March and acknowledged the strength of public feeling relating to the single application that was discussed. The application is extremely complex and has a senior planning officer is working on it. (MR) will continue to monitor closely as also application P23/01282/PN1 relating to the erection of the monopole on Down Rd.

(MR) noted that sometimes the issue of a circulated schedule and the week required to action does not fall within the times of planning meetings. He confirmed that if asked by the Chair (AC) he would consider "calling in" applications without the necessity to resolve at planning meetings.

12. Responsible Councillor and sub-group reports.

Allotments – (PC) informed Cllrs that the Alveston Allotment Association (AAA) held a meeting on the 20th of April where several pertinent items were discussed. Due to a holder falling of her/his bicycle on the entrance track, the association feels that a sign is necessary requesting that cyclist's dismount. Cllrs considered the request and due to H&S implications agreed however, it was considered that the formal "Highway Code" no cycling sign be more appropriate and requested that (Clerk) source such sign.

F230515-01 Source a highway no cycling sign and erect at both ends of allotment entrance pathway.

Action to (Clerk)

(AAA) formed **are supporting (correction of pre-approved minutes by council 17th July 23 resolution 23.007)** a gardening club with St Helen's School on Thursdays and Saturdays with the view to educate and encourage children to garden and enjoy the outdoors. Their view is to encourage the children to visit the allotments in a formal teaching group and are seeking garden seating and furniture to accommodate them. And requested if the Parish Council could consider or research grants that may be available.

F230515-02 To try to source suitable grant monies to facilitate the education of children at the allotments.

Action to (Clerk)

(AAA) requested that the Council allow the burning of fires at the allotments. Cllrs unanimously agreed that this would not be permissible and requested (PC) to convey this.

(PC) informed Cllrs that the next allotment inspection is due in July and would arrange a date nearer the time. (Clerk) advised that the perimeter fence between Allotment Land and The Manor be specifically assessed.

Cllr Reeve reported on the meetings of the Alveston Jubilee Hall management Committee and The Community Forum as detailed within the meeting minutes.

AJHMC - This included the committee members in place and working volunteers. Overview of fire regulations and positions of exit and consultation with fire officer. Roof leak had been repaired.

The most frequent user of the Jubilee Hall will be willing to contribute toward the installation of broadband / wi-fi and is currently looking at costs with the AJHMC chair.

After research in other similar community halls the AJHMC has recommended that a 3% price increase be charged for the coming year.

Delays to the installation of the new garden have occurred due to inclement weather but will be on track to finish by late summer. It is being considered that a formal opening take place on the 2nd Sept to coincide with the community event. However, the planting of the red Hawthorne tree by Alveston Twinning is due to go ahead on 19th May.

Alveston Community Forum – covered the Chairmans report, treasurers report and the election of officers where all outgoing officers were re-elected.

13. Authorisation of Payments

13.1. Payments authorisation out of meeting 20th April 2023 by Cllrs (JG) & (JM)

Details	Ref.	£
Grounds Maintenance Contract	B/P 325	1,228.50
Salary	B/P 326	250.20
Salary & Expense	B/P 327	1841.71
Salary	B/P 328	148.82
Qtrly Tax & NI Payments	B/P 329	1872.20

Details	Ref.	£
Total Receipts		£5,341.43

13.2 Payments to be authorised 15th May 2023

Details	Ref.	£
Grounds Maintenance Contract	B/P 330	1170.00
Photocopy & Print (Mar / Apr)	B/P 331	101.40
Room Hire (3 Months)	B/P 332	116.55
Bin Empty	B/P 333	64.20
Annual Subscription	B/P 334	744.52
Cemetery Tree Works as per survey	B/P 335	580.00
Pre works to allotment fence	B/P336	150.00
Cemetery Maintenance Works etc	B/P337	500.00
Allotment Fence Maintenance	B/P338	575.00
Cemetery Water	B/P339	41.24
Jubilee Field Water	B/P340	7.03
Grant relating to CAB	B/P 341	250.00
Salary	B/P 342	250.00
Salary & Expense	B/P 343	1795.72
Salary	B/P344	148.62
Total Payments		£6,494.28

13.3 Recent Receipts April 2023

Details	Ref.	£
Tenancy Fee 23/24 (21 payments)	DCR	720.00
Season Pitch Hire	DCR	470.00
Balance s106 payment	DCR	1822.83
CIL Payment – 22/23	DCR	4099.22
Precept – Half Year 23/24	DCR	31655.00
Total Receipts		£38,767.27

23.007 Resolved: That all receipts and payments presented to the PC meeting on 15th May 2023 were accepted.

14. Correspondence

(Clerk) received an email regarding a neighbours concern relating to the condition of the boundary hedge at the field store corner of the Jubilee Field which borders their garden.

Councillors believed that the issues reported may well be due to monk jack deer of which have been reported in the area and also there have been reports at the allotments causing similar damage.

Cllrs agreed to instruct grounds maintenance contractor to replant like for like and that there is no objection from the council with what the neighbour decides to do on his/her side to protect the garden from unwelcome intrusion.

Clerk had received an email relating to the nature of the area at the corner of the field where the field store is situated. (MW) had informed Cllrs that a variety of wildlife exists including slow worms and grass snakes etc. (Clerk) had informed Cllrs that he had also instructed Olveston FC to remove the temporary goal posts for the winter season.

15. Website / Helmet

None

16. Any Matters the Chair Considers Urgent

None

Meeting Closed 21.25PM

The next Council Meeting will be 19th June 2023. (Jubilee Hall)