

**Minutes of the Parish Council Meeting  
Held on 19<sup>th</sup> June 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), Valerie Williams (VW),

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

**1. Apologies for Absence**

Cllr Tony Williams (SGC)

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted.

**4. Public Participation**

Hayley Grove (Alveston Events) and Adrian Baxter (2<sup>nd</sup> Alveston Scouts) were in attendance. Ms Grove representing Alveston Community Events requested from the Parish Council a Grant toward the community event scheduled to take place in the Lime Kiln / Jubilee Field on 2<sup>nd</sup> September. (Clerk) asked if event was associated through the Alveston Community Forum whereupon the reply was negative. (PC) then requested insurance details and risk assessments to be forwarded to Clerk. Cllrs were unanimous in supporting the event and informed Ms. Grove that an amount will be decided at the finance juncture of the meeting.

Mr Baxter representing 2<sup>nd</sup> Alveston Scouts attended the meeting to thank the Parish Council for their Grant Aid and described what it went toward. He requested that the Parish Council are happy that the Scouts pursue publicity in the local press and radio and sought confirmation from Cllrs that this could go ahead. Cllrs unanimously agreed. Mr Baxter also requested the use of the Lime Kiln field for Scout related events over the summer period. Cllrs agreed this was acceptable. (Clerk) informed Mr Baxter that there was no need to make contact for each individual event and this blanket permission is adequate.

**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.

**23.008 Resolved:** The minutes of the Parish Council meetings held on Monday 15<sup>th</sup> May 2023 were accepted as accurate and signed by the Chair (PC).

**6. South Gloucestershire Council**

(MR) informed Cllrs that Cllr Williams was at another meeting and would be available for the meeting in July. There were no South Glos consultations currently running however, soon to open is the SGC waste management contract consultation which Cllrs should be aware of and respond to. It was emphasised that SGC have one of the best recycling records in the country of 70%.

(MR) reported a planning enforcement issue which enforcement officers are aware of and engaged although can not follow up with legal action until the enforcement window closes in September.

Road repairs to Down Rd will begin during the school summer holidays with the laying of a base McAdam which will need a period to dry prior to the surface layer being added.

(AC) requested that the proposed commitment from the new special needs school in Vattingstoke Lane that mini-buses and coaches travelling to the school do not use Greenhill / Greenhill Rd as a commuter rat run from the A38 to the school as this road is heavily used by parents of children at St Helen's School. (MR) confirmed that this request be followed up. (AC) added that she was deeply concerned that parking provision of fifty cars will be made available for a staff of one

hundred. (MR) responded by stating that the school have stated that they are committed to a “car share” policy.

(VW) expressed concern that road signage at Greenhill / Greenhill Rd is inadequate and courier delivery drivers do not bring deliveries to the correct houses. (MR) confirmed that new road signs are under construction one to be placed at the entrance to Greenhill from A38 stating “Greenhill, leading to Greenhill Rd” the other with arrows showing directions.

(AC) highlighted concerns expressed by (Clerk) at the planning meeting stating that an issue regarding inconsistency of information supplied from SGC planning officers. (MR) requested (Clerk) email specific examples and would investigate the matter.

## 7. Representative Reports

None

## 8. Review of Council Risk Assessments

(Clerk) had forwarded up to date documents with agenda packs. (AC) proposed that the risk assessment / policies be adopted for a further year. (JG) seconded and all Cllrs unanimously agreed.

**23.009 Resolved:** Risk Assessments are adopted for a further year.

## 9. April Finance Report / Review of Reserves / Account Signatories /Approval of DDR's

April 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.

**23.010 Resolved:** The financial report for April 2023 as presented was accepted as accurate.

(Clerk) advised that a review of reserves is required after the expenditure of many of the ear marked reserves the previous year. (Clerk) stated that the NALC recommendation for reserve holding should be 50% of annual precept and currently the council has a short fall of £10,000 from this recommendation and suggested that Unity no. 2 account be dedicated to “general reserve” whilst the current account service the budgeted day to day running of the council. (PC) proposed that No. 2 account be adopted as general reserve with no specific reserves earmarked. (CIL excepted). (AC) seconded and all Cllrs unanimously agreed.

**23.011 Resolved:** Unity No. 2 account be dedicated to general reserves.

(Clerk) requested that Cllrs consider the amount of Grant Aid as per the request from Alveston Events (Re Public Participation – Ms Grove). (AC) proposed that the Parish Council contribute £500 toward the cost of setting up the event (JG) seconded and a majority of Cllrs approved the amount of £500.

**23.012 Resolved:** The Parish Council provide a £500 grant toward the cost of the community event scheduled for 2<sup>nd</sup> September 2023.

(Clerk) informed Cllrs that as Cllr Jasmine McGregor resigned the council is low on signatories (JG) suggested at least a further two councillors are required as signatories. Cllrs agreed and two new signatories were proposed by (AC) and seconded by (JG).

(Clerk) stated that it is a requirement from auditors that Cllrs annually approve the councils direct debit payments. These are shown monthly on the finance reports. The payments for approval for 23/24 are Cemetery rates, Aviva Admin Charge, Clerk Pension Payments. (JG) proposed that the direct debits and amounts are acceptable (AC) seconded and all Cllrs unanimously agreed.

**23.013 Resolved:** Direct Debit payments for 23/24 have been reviewed and accepted.

Cllrs considered a request to have installed a path running between the Scout Store at the Youth Centre to the edge of the Jubilee Hall Car Park. (Clerk) was actioned to obtain quotations, three of which were presented. Cllrs felt the quotes were too expensive for the purpose of preventing soil

being trailed into the Youth Centre. Mr Baxter of the 2<sup>nd</sup> Alveston Scouts (who uses the store) suggested that the laying of chippings would suffice. Cllrs unanimously agreed that this option be adopted.

(Clerk) informed Cllrs that despite the money being in place for the purchase of the cricket net that a solution had not been found relating to the cost of the installation. (Clerk) had contacted a person who volunteered to drill the foundation holes free of charge but had not made contact despite (Clerk) trying on several attempts. (JG) asked that (Clerk) allow further time before further consideration to the issue be given.

## 10. Review and recommendations from Planning Committee

(AC) stated that minutes of the planning meetings were included in the agenda packs and all information is available within the minutes.

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

Allotments – (PC) informed Cllrs of up-to-date information relating to allotments including a mis payment from a holder to the Parish Council account, concerns over the lack of activity of one allotment holder and progress relating to an educational program in conjunction with St Helens School. AAA enquired whether council would fund a mirror at the corner of the permissive path to which (Clerk) confirmed that the “Cyclists Please Dismount” signs were on order which should negate the necessity for such a mirror.

AAA association members have expressed concern that the narrow 40 Acre Lane is forcing people to walk on the road against traffic. (MR) reminded Cllrs that land at the roadside of border walls adopted by residents belongs to South Glos highways and public have the right to walk on this “Highway adopted land” to avoid vehicles using 40 Acre Lane.

Playing Fields & Open Spaces - (JG) requested that Cllrs review the documents distributed in the agenda packs relating to the possibility that a “Pump Track” could replace the Skate Park in the Lime Kiln Field and requested (Clerk) present details. (Clerk) confirmed that a certain level of funding is available to the parish council from Hanson (Tytherington Quarry) and some from s106 monies as displayed on screen. (Clerk) requested that councillors consider the idea and allow (Clerk) to investigate further. Cllrs unanimously agreed.

**F230619-01** To further investigate the feasibility, cost, and grant monies available for the installation of a pump track to replace the skate park.

**Action to (Clerk)**

## 12. Authorisation of Payments

12.1 Payments authorised 19th June 2023 by (JG) & (AC)

| Details                          | Ref.    | £         |
|----------------------------------|---------|-----------|
| Grounds Maintenance Contract     | B/P 345 | 1170.00   |
| Photocopy & Print (Mar / Apr)    | B/P 346 | 50.70     |
| Localism                         | B/P 347 | 1701.50   |
| Salary                           | B/P 348 | 458.50    |
| Salary & Expense                 | B/P 349 | 1991.41   |
| Salary                           | B/P350  | 148.62    |
| Room Hire – April & May          | B/P351  | 69.20     |
| Allotment (Please dismount sign) | B/P 352 | 132.00    |
| Total Payments                   |         | £5,721.03 |

## 13.3 Recent Receipts May 2023

| Details                          | Ref.   | £       |
|----------------------------------|--------|---------|
| Tenancy Fee 23/24                | DCR    | 35.00   |
| CR Plot 60 -                     | Inc 23 | 52.50   |
| Tenancy Fee 23/24 Income slip 23 | Inc23  | 252.00  |
| Tenancy Fee 23/24 Income slip 24 | Inc24  | 105.00  |
| Total Receipts                   |        | £444.50 |

**23.014 Resolved:** That all receipts and payments presented to the PC meeting on 19<sup>th</sup> June 2023 were accepted.

**13. Correspondence**

(None)

**14. Website / Helmet**

None

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

(MR) brought to the Cllrs attention the next CEF meeting.

Meeting Closed 21.11PM

**The next Council Meeting will be 17<sup>th</sup> July 2023. (Jubilee Hall)**