

**Minutes of the Parish Council Meeting
Held on 18th December 2023 at 7.30pm in the Jubilee Hall.**

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

Graham Smith (Clerk)

1. Apologies for Absence

None

2. Declaration of Interests

(Clerk) reminded Cllrs that their completed "Dispensation Request Forms" applied as precept discussions was on the agenda.

3. Evacuation Procedures

The evacuation procedures were noted.

4. Public Participation

None

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.

23.042 Resolved: The minutes of the Parish Council meetings held on Monday 20th November 2023 were accepted as accurate and signed by the Chair.

6. To receive report from South Gloucestershire Council

No district councillors were available at the meeting.

7. To review plans for proposed new bus shelter

(Clerk) had forwarded with the agenda packs plans received from SGC of the proposed new bus shelter to replace the stone bus shelter which is intended to be demolished. Cllrs discussed in detail the implications of a new bus shelter and felt that the implications of the proposed changes to the whole junction area of Down Rd / Thornbury Hill had not been thought through including the loss of the left turn filter and the moving of the pedestrian crossing.. Cllrs considered that the proposed new bus shelter was not of significant standard enough to warrant the loss to village heritage. It was also considered that the location of the proposed shelter would obscure the view of traffic pulling out of "The Mead" & "The Wickets". (JG) proposed to refuse permission to allow the bus shelter to be demolished. (PC) second and four Cllrs were in favour and one against the proposal.

23.043 Resolved: The Parish Council refuse permission for SGC / WECA to demolish the stone bus shelter located on Thornbury Hill.

8. Financial Matters

(Clerk) had distributed November Finance Report with the agenda packs.

23.044 Resolved: The financial report and reconciliations for November as presented were accepted as accurate and signed by chair.

(Clerk) had distributed with the agenda packs the revised asset register considering solicitors advice relating to the Jubilee Hall and the addition of a recently purchased leaf blower.

23.045 Resolved: The Parish Council accept the changes to the revised asset register schedule for 2024/25 and agree all other items were acknowledged as accurate.

(Clerk) requested that the Parish Council formally approve the precept (£83,310) as set in the budget which had been approved at the Parish Meeting dated 20th November resolution 23.039. (JG) proposed that the 2024/25 precept be accepted and submitted (CV) second and all Cllrs unanimously agreed.

23.046 Resolved: 2024/25 precept of £83,310 is accepted and approved.

(Clerk) advised that the in year internal audit is scheduled to take place on Tuesday 9th January.

9. To Review Council Standing Orders & Financial Regs

(Clerk) had previously distributed with the agenda packs the current Standing Orders and Financial Regs and requested approval for a forthcoming year or alternatively consider any proposed alterations. (AC) proposed that the documents are approved as they stand, (PC) second and all Cllrs unanimously agreed.

23.046 Resolved: Standing Orders and Financial Regs are approved as per previous years.

10. Review and recommendations from Planning Committee.

(AC) stated that no other matters to consider as per reviewed on previous minutes.

11. Responsible Councillor and sub-group reports.

(JG) stated that an initial meeting with Velosolutions is due to take place on January 4th 2024.

(PC) stated that there were no matters arising from the AAA and a new tenant had been processed for plot 30b and has now taken the plot.

(Clerk) reported one internment at the cemetery.

(AC) reported to Cllrs that she had attended a meeting of the Emily Amelia Ponting Charitable Trust on 6th November. The committee had agreed to increase the amount given to each of the ten parishioners whose applications were successful.

12. To review ROSPA playground inspections

(Clerk) had previously distributed with the agenda packs three ROSPA inspections which covered the Skate Park / Down Rd / Like Kiln play area and fields. (Clerk) displayed each report on screen and highlighted (on the Skate Park report) that much of the equipment was highlighted as "high risk" and although there is no need to decommission it demonstrates that the equipment is out of date and requires replacing.

It was noted that on the Lime Kiln field report that many items were highlighted due to graffiti and (Clerk) requested permission to raise an order to SGC Cleansing to clean down which was approved by Cllrs. (Clerk) advised that he should consult with GB Sport & Leisure to request a date for the annual inspection of the "zip line". The Down Rd play area had no issues to report (as it is new) however, (JG) requested that (Clerk) raise an issue with a pro-safe gate and rectify the issue. (Clerk) stated that the cost could be above spending limit. (MCR) proposed that (Clerk) is permitted to raise an order to repair gate, (PC) seconded and all Cllrs unanimously agreed.

23.047 Resolved: Purchase order permitted to repair pro-safe gate at Down Rd play area.

(Clerk) stated that most tasks were completed by a contractor who is no longer available and suggested that either GB Sport & Leisure complete tasks or enquire whether Mr Godden be available. Cllrs unanimously agreed that Mr Godden should be approached in the first instance.

(JG) proposed that the ROSPA inspections be accepted (CV) second and all Cllrs agreed.

23.048 Resolved: ROSPA inspections accepted by council.

13. To consider alternative cover for outdoor spaces

(JG) advised that due to the retirement of Bryan Painter an alternative to cover is required. (Clerk) advised that he had received a quote from SGC to take on responsibility under a localism contract as they already have experienced operatives. The quote includes litter picking of the two park

areas (including removing any glass or other objects found & visually assessing the play equipment) and have estimated approximately 1.5hours @ £35 per hour. It was considered that should council employ a person for the job, salary, pension, NI and holiday pay is required along with training and any potential sickness pay commitment. (CV) proposed that Cllrs agree to accept the SGC quote and trial for a period of one year with a review in December 24. (Clerk) suggested a weekly visit with an option to increase during school summer holiday, (MCR) second and all Cllrs agreed.

23.049 Resolved: To trial SGC services under localism to take on duties previously covered by Mr Painter.

14. Authorisation of Payments

14.1 Payments authorised 18th December 2023 by (JG) & (CV)

Details	Ref.	£
Grounds Maint	B/P 400	1434.00
Photocopy & Print	B/P 401	50.70
Salary & Expense	B/P 402	2448.63
Salary	B/P 403	148.62
3 * ROSPA Inspections	B/P 404	301.50
Bus Shelter Cleaning	B/P 405	240.00
Bin Empty	B/P 406	74.88
GDPR / Date Protection Fee	B/P 407	40.00
Alveston Defib Group	B/P 408	130.00
Helmet Magazine	B/P 409	500.00
Leaf Blowing	B/P 410	83.36
Total Payments		£5,451.69

14.2 Recent Receipts (November)

Details	Ref.	£
None		

23.050 Resolved: That all receipts and payments presented to the PC meeting on 18th December 2023 were accepted.

15. Correspondence

(Clerk) advised that there was one item of correspondence that he had been hoping for feedback from SGC ward Cllr and would carry forward to the next meeting.

16. Website / Helmet

No matters were disclosed for inclusion.

17. Any Matters to be carried to next meeting.

Item 15

Meeting Closed 20.15PM

The next Council Meeting will be 15th January 2024. (Jubilee Hall)