

**Minutes of the Parish Council Meeting  
Held on 20<sup>th</sup> May 2024 at 7.30pm in the Jubilee Hall.**

**Present:** - Cllrs John Graham (JG) (Chair), Paul Caddick (PC), Marion Reeve (MCR), Anne Curtis (AC), Valerie Williams (VW), Ward Cllr Matthew Riddle

Graham Smith (Clerk)

**1. Apologies for Absence**

Carmen Vazquez (CV), Ward Cllr Tony Williams (TW).

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted.

**4. Public Participation**

One member of the public was in attendance only at start of the meeting to thank the council for installing the Pump Track and the hugely successful opening day on 18<sup>th</sup> May.

**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.

**24.001 Resolved:** The minutes of the Parish Council meetings held on Monday 18<sup>th</sup> March 2024 were accepted as accurate and signed by the Chair.

**6. To receive report from South Gloucestershire Council**

Cllr Tony Williams was unable to attend so Cllr Matthew Riddle was in attendance to give report but had to leave at 8PM to attend another meeting. There were no SGC consultations immediately relevant to the parish however, (MR) reported that there was a consultation open until the 10<sup>th</sup> June relating to "Getting Around Thornbury".

(MR) reported that the Battery Storage Facility application had been turned down but a further meeting would take place with a different committee as reported in the Planning Committee meeting earlier.

(MR) reported that he had received further correspondence from a resident in Strode Common relating to the request for action relating to speeding traffic entering the village from Old Down. He reported that the Police had sent out a motorcycle speed camera operative but was positioned at the shop on Down Rd which was not the remit. He had asked the police for a re-visit to monitor the village boundary at Strode Common. Also the district council is considering installing permanent camera signage.

(Clerk) informed (MR) that a tree at the millennium stone area adjacent to the church had died and discussions followed as to who was responsible for felling. (AC) confirmed that should the Parish Council be required to do this and after quotation it falls below the (Clerk) spending limit then this should be felled as soon as possible.

(AC) raised concerns relating to developers leaving building materials on the public highway. (Clerk) had confirmed that he had contacted SGC enforcement relating to this issue. (MR) suggested he follow this up by contacting SGC "Street Care".

**7. To review minutes of Annual Parish Meeting (15th April)**

(Clerk) had previously distributed with the agenda packs the draft minutes of the APM which all councillors unanimously agreed that they were an accurate representation of the evenings proceedings and could be uploaded to the website.

## 8. Financial Matters

(Clerk) had distributed March Finance Report with the agenda packs which covered year end accounts and had been seen and approved by the internal auditor. (Clerk) reported that over the course of the year the council had underspent by £8,000 which were allocated to general reserve.

**24.002 Resolved:** The financial report and reconciliations for March as presented were accepted as accurate and signed by chair.

## 9. Annual Governance & Accountability Return

(Clerk) had previously distributed with the agenda packs the 23/24 AGAR which had the auditor report signed and section three completed.

(Clerk) explained the responsibilities of the council relating to the matters highlighted in Section 1 of the AGAR, the Annual Governance Statement 2023/24. All items 1-8 were read and Cllrs agreed "Yes" to all statements. (PC) proposed that the council followed all statutory duties and requirements. (MCR) seconded and Cllrs unanimously agreed.

**24.003 Resolved:** The Section 1 – Annual Governance Statement 23/24 is accepted as an accurate record of the councils procedures.

(Clerk) explained that there was no Internal Audit report summary as there were no issues to report. (JG) proposed that the internal auditors report be accepted by council. (VW) seconded and Cllrs unanimously agreed.

**24.004 Resolved:** The councils internal audit report is accepted.

(Clerk) had previously distributed the completed accounting statement with year-end bank reconciliations. (AC) proposed that the Council accept this as an accurate record of the Councils finances over 2023/24. (VW) seconded and all Cllrs unanimously agreed.

**24.005 Resolved:** The councils AGAR Section 2 – Accounting statement is accepted as accurate.

(Clerk) recommended that the notice for exercise of public rights should be made on May 30<sup>th</sup> to enable the dates to extend from Monday 3<sup>rd</sup> of June through to Friday 12<sup>th</sup> July taking in the statutory requirement for two weeks in July. The intention would be to place the notices on the Parish notice boards and also to upload onto the website. Cllrs unanimously agreed to the dates and location of notices.

**24.006 Resolved:** The councils exercise of public rights will be between 3<sup>rd</sup> June and 12<sup>th</sup> July with the notice commencing on 30<sup>th</sup> May on parish noticeboards and website.

(Clerk) stated that a requirement from the external auditor is to confirm there is no conflict of interest between cllrs and auditor. Cllrs confirmed such.

**24.007 Resolved:** There is no conflict of interest between Alveston parish Council and and external auditor BDO LLP.

## 10. Review and recommendations from Planning Committee.

There were no further Planning Items to raise.

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

(JG) stated that the works to install the Pump Track had all been completed and the opening ceremony had taken place on 18<sup>th</sup> May at 12 Noon by a "ribbon cutting" event. The weather held and the afternoon was a huge success. (JG) thanked the Heidelberg Quarry manager for cutting the ribbon and James Reed PR for all their work relating to PR exposure for the Council. (MR) for attending and the s106 grant provided by SGC. Velosolutions for their construction of the track and on the day for organising the demo riders and providing giveaways. (JG) thanked Prestige Grounds for their prep beforehand and providing their hot air balloon to tether on the Lime Kiln Field. Also a thank you was expressed to Alveston Community Events for providing the refreshments and PA system on the day. (AC) stated that the Council appreciated the work undertaken by (JG) and

(Clerk) in ensuring the facility became a reality by raising the grant funding and materials and ensuring the organising of the opening.

(PC) informed Cllrs that one allotment had become available and (Clerk) would be contacting the next on the list. He was unable to attend the AAA AGM but (Clerk) deputised. (JG) had confirmed that he would be willing to concrete in a new post to house the mirror on the permissive path at the entrance to the allotments, but the AAA have not contacted him as yet.

## 12. To Consider request from SGC relating to Footpath OAN35

(Clerk) advised Cllrs that footpath OAN35 was out of Parish located to the South of Washingpool Hill. The council unanimously agreed that there was no requirement for to provide a response to SGC.

## 13. Authorisation of Payments

13.1 April payments authorised out of meeting signed by (JG) & (CV)

Details	Ref.	£
Grounds Maintenance	B/P 437	1170.00
Photocopy & Print	B/P 438	50.70
Clerk Salary & Expense	B/P 439	1946.11
Salary – Cemetery Caretaker	B/P 440	163.21
Litter Bin Empty	B/P 441	74.88
Annual Subscription – 2024/25	B/P 442	788.51
Accounting Software Licence	B/P 443	230.40
Tax / NI Payment	B/P 444	1732.06
Pum Track – Invoice 1	B/P 445	41263.20
Pum Track – Invoice 2	B/P 446	23884.80
Total Payments		£71,303.87

13.2 Payments authorised in meeting and signed by (JG) & (CV)

Details	Ref.	£
Photocopy & Print	B/P 447	50.70
Clerk Salary & Expense	B/P 448	1957.02
Salary – Cemetery Caretaker	B/P 449	163.21
Jubilee Field water	B/P 450	30.82
Trough Supply - Allotments	B/P 451	64.50
Tree Limb Removal	B/P 452	80.00
Parish Telephone & Line Rental	B/P 453	77.03
Grounds Maintenance	B/P 454	1216.80
Total Payments		£3640.08

13.3 Recent Receipts (February)

Details	Ref.	£
Internment CR Plot	DCR	125.00
Annual Tenancy Fee	DCR	1010.50
S106 Funding – Pump Track	DCR	46504.00
2024/25 – Half Year Precept	DCR	41665.00
VAT Refund	DCR	3980.57
Total Receipts		£93,285.07

**24.008 Resolved:** That all receipts and payments presented to the PC meeting on 20<sup>th</sup> May 2024 were accepted.

## 14. Correspondence

(Clerk) advised that an email had been received a request from “Alveston Defib” for £198.00 to cover half the cost of installing a bleed kit to the defib at the Jubilee Hall. Cllrs agreed that this should be done as a grant request in the usual way but asked (Clerk) to express their concerns relating to the cost of a replacement kit of £84 when it is housed in an insecure container.

(Clerk) had previously distributed correspondence relating to traffic speeding at the entrance to Alveston from Old Down. (Cllrs) requested (Clerk) to reply stating that the matter had been discussed the previous year in which (MR) agreed to pursue as SGC highways division could deal with the issue more effectively. (MR) had already brought this up earlier in the meeting.

(Clerk) had previously distributed correspondence relating to a member of public expressing concern relating to "Google Maps" re-routing traffic through Alveston when issues occur on the motorway. (AC) confirmed the issue as her house looks onto the A38 direct, however Cllrs felt that little could be done when an emergency of this nature arises.

**15. Website / Helmet**

Nothing to add.

**16. Any Matters to be carried to next meeting.**

None

Meeting Closed 20.35PM

**The next Council Meeting will be 17<sup>th</sup> June 2024. (Jubilee Hall)**