

**Minutes of the Parish Council Meeting
Held on 16th September 2024 at 7.30pm in the Jubilee Hall.**

Present: - Cllrs John Graham (JG) (Chair), Paul Caddick (PC), Anne Curtis (AC), Valerie Williams (VW), Carmen Vazquez (CV),

Graham Smith (Clerk), Ward Cllr Matthew Riddle

1. Apologies for Absence

Marion Reeve (MCR), Ward Cllrs Tony Williams (TW).

2. Declaration of Interests

None

3. Evacuation Procedures

The evacuation procedures were noted.

4. Public Participation

2 Members of public were present. Hayley / Vicky from Alveston Community events attended to give a report on the Village Fair which took place on Saturday 7th September. The event once again was a huge success and Hayley asked to minute thank you to the Parish Council, Ward Councillor Matthew Riddle and the Community Forum for financial contributions and to all attractions in attendance. Thank you to RRT for once again supplying 350 burgers to attendees free of charge (a donation was collected and given back to the community). WI raised funds from sale of Teas/Coffees and Cakes, other funds were raised which have been retained for further events, although it is uncertain if the Parade Christmas event will go ahead in its current format due to concerns raised by trader. Councillors agreed that the Parish Council assist if required and to be kept abreast of developments.

A request was made for the Parish Council to consider the provision of toilets at the public space on the Lime Kiln Field. (Chair) responded by advising that the council is under resourced both financially and human resources and would find the request impractical at this current time.

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.

24.020 Resolved: The minutes of the Parish Council meeting held on Monday 15th July 2024 were accepted as accurate and signed by the Chair.

6. To receive report from South Gloucestershire Council

(MR) reported that there are no current consultation as it affects the parish to convey.

The speed detection monitor located at Strode Common had recently been removed to collect data which will be available in due course. Mobile police speed cameras had been deployed and caught and prosecuted for vehicles for speeding within an hour. It is expected that the speed data from the monitor will reveal many infringements and that the police enforcement have committed to return. (MR) has also confirmed that he will instruct officers to place a "30" on the road surface both at Strode common and Vattinstoke Lane. (JG) requested that a speed cushion (similar to those at the entrance to Easter Compton) be placed at the entrance / exit to the built-up area at Strode Common (CV) seconded the proposal and all Cllrs unanimously agreed.

F240916-01 – To request SGC insert speed cushions at specified locations.

Action to (Clerk)

7. Police Matters & to receive report from local beat officer

(Clerk) had previously discussed an issue relating to dogs being brought onto the Lime Kiln and Jubilee Fields contrary to an existing by-law where dogs are prohibited. An increase of dogs has occurred with the advent of the installation of the pump track. Council enquired to the local beat officer how this by-law may be enforced. PC Price recommended that Council direct a letter

requesting him to intervene and to issue warnings. (AC) proposed and (VW) seconded and all Cllrs agreed that warning letters be issued.

F240916-02 – Compose a letter to PC Price requesting he issue warnings to 2 * riders on the pump track who ignored requests from Cllrs to remove dog from field.

Action to (Clerk)

PC Price also recommended that the council install new signs at all entrances to fields. (AC) proposed this recommendation be done. (VW) seconded and all Cllrs agreed.

24.021 Resolved: (Clerk) to arrange for signs to be made and installed at all entrances to Jubilee & Lime Kiln Fields.

F240916-03 – Arrange for signs to be made and installed at all entrances to Jubilee & Lime Kiln Fields.

Action to (Clerk)

8. Financial Matters

8.1. Finance Reports

(Clerk) had distributed July and August Finance Reports and reconciliation with the agenda packs and Cllrs agreed that this was a true representation of the councils' current financial position.

24.022 Resolved: The financial report and reconciliations for July and August as presented were accepted as accurate and signed by chair.

8.2. Grant Application

(Clerk) had pre-distributed with agenda packs an application for Grant Funding from Brightwell requesting a Grant of £100. (Clerk) advised that a Parish resident was in receipt of care from Brightwell.

(CV) proposed that this grant application to be accepted (VW) second and Cllrs unanimously agreed.

24.023 Resolved: A grant payment of £100 be submitted to Brightwell.

8.3. External Audit Review

(Clerk) had pre-distributed with the agenda packs a copy of external auditor feedback which highlighted that there were no issues with this year's external audit.

(CV) proposed that the report from the external auditor for 2023/24 be accepted. (VW) seconded and all Cllrs agreed.

24.024 Resolved: The 2023/24 External Audit Report is accepted by council.

8.4. IT Support Cost Saving

(Clerk) advised Cllrs that, after conversations with council IT support relating to contract costs that savings could be made by amalgamating all individual council IT support with that of Stoke Park & Cheswick Parish Council (SP&C) giving around 40% savings. At the previous meeting of SP&C councillors agreed to bring contract under one. (JG) propose that this arrangement is agreeable with Alveston PC. (CV) second and all Cllrs agreed.

24.025 Resolved: To adopt the PC IT support contract jointly with SP&C Parish Council.

9. Review and recommendations from Planning Committee.

(Clerk) had distributed previous planning minutes with the agenda packs. There were no further Planning Items to raise.

10. Alveston Shop Area and Open Space / Bleed Kit

(Clerk) advised that he had received correspondence from a resident requesting that the council consider ways in which the parade of shops can be integrated into community life more proactively. (JG) raised the point that it was private land and not under the remit of the parish council. (AC) expressed concern that it was requested that the Christmas at the Parade was not to take place

and felt the parish council could not consider community events and other projects at the parade when shop owners were protesting initiatives which are already in place.

(JG) informed the council of a newly installed bleed kit installed by RRT (Rapid Relief Team) in conjunction with Police officer Will Price, at the shop on Down Rd. Cllrs expressed their gratitude to the RRT for their donation and community involvement.

11. Down Rd Space / Nature Area

(Clerk) advised that he had received an update on the project and pricing from The Community Volunteers, which is to be funded by the s106 money that had previously been allocated to the project. Cllrs examined the detail and costings which comprises of the installation of; Wildflower Meadow Areas, 3m x 2m Wildlife Pond, Rustic Bench and Log Seating, Interpretation Board, Decorative Gravel Path, Fruit Trees and Flowering Shrubs and a Bug Hotel. This was quoted at £7,080. (Clerk) emphasised his concerns relating to ongoing maintenance but was eased by the fact that a significant amount of funds are retained in the S106 to pay for maintenance for up to five years.

(VW) proposed that the project utilising the Conversation Volunteers go ahead as agreed at the price quoted. (AC) seconded and all Cllrs agreed.

24.026 Resolved: Council approve the construction of the Nature Area in Down Rd as described in the quotation from the Community Volunteers.

12. Allotment Tree Survey

(Clerk) had pre-distributed with the agenda packs a report from Wooton Tree Consultancy relating to the trees within the curtilage of the allotment land. It reported the necessity to brace an apple tree, that a sycamore tree had died and required removal to a stump and the removal of Elm trees which were deceased. (Clerk) had received a quote of £850 from the Council tree contractor for works to comply and suggested it can only be done during a dry period when the allotments were not subject to water logging. Which would be either Sept 24 or Spring 25 depending on the contactor's availability.

(AC) proposed to accept quote for work to be done at allotments, (CV) second and all Cllrs agreed.

24.027 Resolved: To instruct Oldown Tree Surgeons to complete remedial work as per Tree Report at a cost of £850.00

13. SGC Wildlife Project – Levelling the Levels

(Clerk) had previously distributed an email from SGC Nature Officer sally Watkins relating to a project to enhance wildlife in areas from Severn Bridge to Almondsbury. (MR) agreed to watch developments and report back as cllrs felt that the area did not include land within the parish.

14. Request to Divert Footpath

(Clerk) had previously distributed a plan for a request to divert a footpath at the rear of "The Manor" (OAN 25) adjacent to the allotments. (JG) informed Cllrs of the many other footpath diversions which had taken place over recent years and explained that although the Parish Council can not make a decision the purpose of the consultation is to advise SGC if there are any objections. The diversion was to reroute the path away from the manor and to divert it around the field rather than going through the centre. Cllrs agreed that there were no issues with this application and requested (Clerk) inform SGC footpaths officer.

F240916-04 – To inform SGC footpaths officer that the Parish Council have no issues with the plans to divert the footpath OAN 25.

Action to (Clerk)

15. Responsible Councillor and subgroup reports

(PC) informed the council that he had recently attended an allotment meeting. A prize given had taken place but (Clerk) unable to minute results as they had not been communicated. An issue had arose with regard to short notice access to the allotments for the service of a rotavator. (Clerk) confirmed that both himself and Mr Potter are unavailable at short notice and require at least a few days should vehicular access be required. The servicing of machines is likely to take place in

January and notice will be given when access is required. The gate which had been erected by a neighbour is due to being on the waiting list.

Four allotment plots are becoming neglected, and the committee will monitor.

(Clerk) confirmed the s106 furniture had been delivered and located where requested.

(JG) confirmed that the cricket nets had been erected and within two matches had prevented the incursion of seven cricket balls into neighbour gardens.

Waste bins had been delivered and will be put in place shortly as will the relocation of the picnic bench.

(VW) gave a report relating to the Youth Centre Meeting and asked on behalf of the committee how they make a grant application. (Clerk) stated all information was available on the website.

16. Authorisation of Payments

16.1. Payments to be authorised at meeting, by Cllrs John Graham & Carmen Vazquez).

Details	Ref.	£
Grounds Maintenance	B/P 481	1216.80
Photocopy & Print	B/P 482	50.70
Clerk Salary & Expense	B/P 483	1882.17
Salary – Cemetery Caretaker	B/P 484	163.21
Annual Parish Council Insurance	B/P 485	2081.40
Allotment Tree Inspection	B/P 486	450.00
Localism-Highway Grass & Dog Bin	B/P 487	1868.94
Total Payments		£7,713.22

16.2 Payment authorisation 19th August 2024 (out of meeting by Cllrs John Graham & Carmen Vazquez).

Details	Ref.	£
Allotment Furniture (S106 Paid 2/8/24)	B/P 470	1320.00
Grounds Maintenance	B/P 471	1216.80
Photocopy & Print	B/P 472	50.70
Clerk Salary & Expense	B/P 473	1902.32
Salary – Cemetery Caretaker	B/P 474	163.21
Litter Bin purchase	B/P 475	1178.99
Summer Fair Contribution	B/P 476	500.00
External Audit	B/P 477	378.00
Litter Bin Empty	B/P 478	78.00
Cemetery Water Charges	B/P 479	34.19
Telephone Calls / Line Rental	B/P 480	75.27
Total Payments		£6,897.48

16.3. Recent Receipts (June 2024)

Details	Ref.	£
S106 Funding–Allotment Furniture	DCR	992.89
Allotment Rent – Plot 14	DCR	19.00
D of G / Internment CR Plot 91	DCR	190.00
Season Pitch Hire	DCR	777.05
Total Payments		£1,978.94

24.028 Resolved: That all receipts and payments presented to the PC meeting on 16th September 2024 were accepted.

17. Correspondence

(Clerk) reported that the email received from resident was discussed in item 10.

18. Website / Helmet

Nothing to add.

19. Any Matters to be carried to next meeting.

(VW) requested that issues relating to Greenhill / Greenhill Rd street signs be placed on the agenda.

Meeting Closed 21.05PM

The next Council Meeting will be 21st October 2024. (Jubilee Hall)