

**Minutes of the Parish Council Meeting  
Held on 16<sup>th</sup> December 2024 at 7.30pm in the Jubilee Hall.**

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

Graham Smith (Clerk), Ward Cllr Tony Williams

**1. Apologies for Absence**

Cllr Matthew Riddle (MR).

**2. Declaration of Interests**

None

**3. Evacuation Procedures**

The evacuation procedures were noted.

**4. Public Participation**

One members of public was present to discuss item seven on the agenda.

**5. Minutes from previous meeting**

Minutes of the previous meeting had been circulated with the agenda papers and (Clerk) specifically requested that Cllrs ensure the record is a correct account of meeting. Cllrs agreed that this was an accurate representation.

**24.041 Resolved:** The minutes of the Parish Council meeting held on Monday 18<sup>th</sup> November 2024 were accepted as accurate and will be signed by the Chair.

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

(TW) updated Cllrs on matters relating to South Glos Council (SGC) activity and stated that there was little to report over the month. He had stated that he was not involved in meetings due to personal issues but could report that he had been supporting the need for resurfacing of Down Rd and associated footpath and had written to Streetcare requesting it be raised up their priority list.

He had received correspondence relating to diggers / work which had started at Vattinstoke Lane recently and had explained it was investigative work.

**7. To consider Air Ambulance Fund Raising Event**

Peter Ball from Air Ambulance Charity was in attendance to give a presentation relating to an event for which he was seeking permission to hold this on the Lime Kiln field. The IT and projector did not work so presentation was made verbally. The date requested is to be 31<sup>st</sup> May. Cllre requested that Clerk contact sports teams to enquire about fixtures and report to Mr Ball. (JG) proposed that in principle the parish council should approve the use of the Lime Kiln Field for the event. (PC) seconded and all Cllrs were in favour.

**24.042 Resolved:** The Parish Council approve the use of the Lime Kiln Field for the fund-raising event on 31<sup>st</sup> May 2025.

**F241216-01** – To liaise with field users to communicate the request to use the Lime Kiln field for an event.

**Action to (Clerk)**

**8. To consider a Retrospective Grant Application**

(Clerk) had received a grant application from Brightwell in August but had accidentally omitted it on the November agenda. The application had been previously distributed with the agenda packs along with an information pack about the organisation. It was confirmed that a parish resident used the facility and is open to residents in need. (PC) proposed that the full amount requested (£100) be granted. (MCR) second and Cllrs unanimously agreed.

**24.043 Resolved:** The Parish Council approve a grant of £100 to be paid to The Brightwell.

**9. To Review and Accept 2024 ROSPA inspection**

(Clerk) had distributed the annual ROSPA play equipment inspection feedback with the agenda packs. (Clerk) raised the fact that the issue relating to the Zip Line was, after additional inspection, a replacement cable is required. (Clerk) had progressed this with supplier and in the meantime decommissioned the equipment until repairs are made. There were no other new high priority issues that required an immediate response. Issues highlighted will be attended to over coming months. (PC) proposed that the Parish Council accept the findings raised in the ROSPA inspection. (VW) second and all Councillors agreed.

**24.044 Resolved:** The 2024/25 annual ROSPA inspection is approved by Council.

**10. Financial Matters**

**October / November Finance Reports**

(Clerk) had distributed October / November Finance Report and reconciliation with the agenda packs and Cllrs agreed that this was a true representation of the councils' current financial position.

**24.045 Resolved:** The financial reports and reconciliations for October / November as presented were accepted as accurate and signed by chair.

(Clerk) had distributed with the agenda packs notices from NALC relating to the pay rise detail and backpay for clerks as agreed by NALC / Government.

**11. To Review Matters arising from the Planning Committee**

There were no planning issues to raise.

**12. Responsible Councillor and subgroup reports**

(PC) informed Cllrs that allotments were now inactive. One holder had resigned and the next on the waiting list will be approached in January. The rotavator had been serviced and informed Cllrs that (Clerk) had requested more notice from the AAA to ensure access could be granted. It was confirmed that summer water usage was below the permitted usage level.

(MW) reported from the Youth Centre Management committee and expressed their appreciation that the Parish council is considering a grant payment in 2025 toward the toilet refurbishment particularly as one of their applications had been rejected, but the lottery application remains active. The committee discussed and approved the storage of Longboards in the youth centre storeroom for use on the Pump Track.

**13. Authorisation of Payments**

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

Details	Ref.	£
Grounds Maintenance	B/P 508	1216.80
Data Protection fee	B/P 509	40.00
Salary & pay rise / backpay /expense	B/P 510	2998.26
Salary – Cemetery Caretaker	B/P 511	163.21
Leaf blowing/ additional maintenance	B/P 512	205.92
Grant Aid	B/P 513	1000.00
Grant Aid	B/P 514	500.00
ROSPA Inspections	B/P 515	328.50
Localism charges	B/P 516	2109.79
Bin Empty	B/P 517	78.00
Grant Aid	B/P 518	130.00
Total Payments		£8,770.48.18

13.2 Recent Receipts (November 2024)

Details	Ref.	£
Season Pitch Hire	DCR	2121.20
Total Payments		£2,121.20

**24.046 Resolved:** That all receipts and payments presented to the PC meeting on 16<sup>th</sup> December 2024 were accepted.

**14. Correspondence**

An email had been received by a member of the public relating to graffiti at the Stone Bus Shelter on Alveston Hill. (Clerk) confirmed to councillors that there are persistent issues at that bus shelter relating to it being used as a toilet and continual graffiti vandalism. He confirmed that, as the shelter belongs to the parish council the cost of maintenance falls to the parish.

**15. Website / Helmet**

Nothing to add.

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

Councillors complained that there was no heating in the Jubilee Hall throughout the meeting and was exceptionally cold. Cllrs requested that a representative from the Jubilee Hall attend the next meeting to explain the issue.

Meeting Closed 20.10PM

**The next Council Meeting will be 20<sup>th</sup> January 2024. (Jubilee Hall)**