

**Minutes of the Parish Council Meeting  
Held on 18<sup>th</sup> January 2010 at 7.15 p.m. in The Jubilee Hall.**

**Present:** - Cllrs John Cutland (Chairman), Terry Hunt, John Head, John Veasey, Brian Davis, Mike Webb, Bernard Willcox, Brian Lee, Allison Peters, Peter Taylor, Shirley Holloway (SGC).

Bob Phillips (Clerk)

### **1. Apologies for Absence**

Cllrs. Mike Perry, Maggie Tyrrell (SGC).

### **2. Evacuation Procedure**

The evacuation procedure was noted

### **3. Public Participation**

None

### **4. The Standards Committee & its relevance to Parish Council Members**

The parish Council welcomed Mrs Phyllida Pyper (chair, South Gloucestershire Standards Committee) who talked about the work of the Standards Committee.

Mrs Pyper explained the contents of an information pack that has been distributed to all councillors. It contains:

- The Ten Principles of Public Life
- FAQ
- SG Standards Committee Annual Report for 2008/9
- The Code of Conduct Pocket Guide May 2007

Also distributed to each councillor is a copy of the Parish Council's own Code of Conduct. The version of this document previously distributed and discussed at the meeting was the incorrect document. Comments made about formatting and questions asked about training are therefore irrelevant to these minutes.

### **5. Declaration of Interests**

None.

### **6. Minutes and matters arising from previous meetings**

Parish Council meeting of Monday 21<sup>st</sup> December 2009  
P 234 item 4. – add Cllr. Brian Lee declared an interest as an officer of Alveston Allotments Association and relevant to the matters discussed in agenda item 9.

P239 para. 4 replace “No decision was taken” with - **Resolved.** To refer the consideration and purchase of security devices for the Youth Centre Car Park to the Playing Fields and Open Spaces Committee

**Resolved:** With the above changes, the minutes of the Parish Council meeting of Monday 21<sup>st</sup> December 2009 were signed by the Chairman as correct.

#### **6.1. Matters Arising**

None

## 6.2. Outstanding Actions

6.2.1. **(18/5/09) Clerk to contact S Glos re. The request from Mrs Stella Allan for an additional street light in Davids Lane.** **Action to Clerk**

A previous conversation with SG advised the Clerk to document the requirement and obtain any resident support for the request and re-submit.

Cllr Bernard Wilcox asked that he be kept involved in this action. The Clerk confirmed that the action was on his "to do" list and needed to re-check the physical location following the recent housing developments at the end of Davids Lane.

6.2.2. **(21/9/09) Clerk to discuss with SG Planning Department whether any planning rules had been infringed by the installation of an externally opening door at the Post Office, Greenhill Parade.** **Action to Clerk**

No action taken to date (18/1/10)

6.2.3. **(21/9/09) Clerk to obtain costs for replacement litter bin.** **Action to Clerk**

No action taken to date. (18/1/10)

6.2.4. **(19/10/09) Clerk to discuss with SG the possibility of improving the pedestrian access along Old Glos Rd. Also to contact The Ship with a view to encouraging them to cut their boundaries.** **Action to Clerk**

No action taken to date.

The Clerk reminded the meeting that the requirement was to allow for safer walking along the Old Gloucester Road as this was the obvious pedestrian route from Spencers Court to the village amenities (18/1/10)

6.2.5. **(19/10/09) Clerk to add the replacement of the Parish map on the Greenhill Parade notice board to the next PC agenda** **Action to Clerk**

The Clerk reported that he had located two copies of the original painting and was in discussion with a company who could scan the painting with high definition and colour separation and supply a digital copy of the work. This could then be used to obtain a weatherproof version. Before undertaking the work, costs should be obtained.

Cllr Brian Lee had received an offer from a resident to photograph the current map and try and create a copy for laminating.

Both options were to be considered. - Ongoing. (18/1/10)

6.2.6. **(19/10/09) Clerk to write to Central Networks requesting that urgent remedial work and a major renovation be carried out to the Sub-station in the Youth Centre Car Park.** **Action to Clerk**

The Clerk reported that he had identified the correct department in Central Networks who assured him that a work plan was already out with contractors for costing.

The Clerk had written to Central Networks but had, as yet received no reply. (18/1/10)

6.2.7. **(19/10/09) Clerk to write to the householder at "Dalmeny" 4 Gloucester Rd. Alveston requesting that if work has been completed that they remove the scaffold over their house.** **Action to Clerk**

No action taken to date. 18/1/10)

6.2.8. **(19/10/09) Clerk to write an introduction to Alveston Parish Council to be included in the "Welcome Pack"** **Action to Clerk**

No action taken to date. (18/1/10)

6.2.9. **(19/10/09) Clerk to contact SG and discuss the highway verge at Earthcott Green.** **Action to Clerk**

No action taken to date.

Clarification on the exact location was sought.

Cllr Peter Taylor explained that the problem was in the vicinity of the brook that crosses Church Rd and that the highway edge growth has deteriorated and been instrumental in damaging the field fence and hedge. (18/1/10)

6.2.10. **(19/10/09) Clerk to investigate costs and procedures of external Web site development & management.** **Action to Clerk**

The Clerk reported that he had made contact with a number of companies who will be providing more detail of the services they offer. He has also been discussing with neighbouring clerks the process they used and the company they engaged with. It is suggested that a small but enthusiastic sub-committee be formed to oversee the project. (18/1/10)

6.2.11. **091116-2 Clerk to obtain estimates for signs for the YC Car Park complete with fittings** **Action to Clerk**

The Clerk had specified the requirements and asked for estimates from a number of local sign makers. The responses were as follows:

**Signet Signs** - £432 + VAT (£72 per board) includes all fixings & Del.

**Bristol Banners** - £390 + VAT (£61.32 per board + fixings & Delivery)

**Allsigns** - £354 + VAT + fixings (£59 per board + fixings & delivery?)

**Studio2** - Powder Coated £695 + VAT (£115 per board), Stove enamelled £1030 = VAT (£171 per board)

**Bribex** - No Response

**InStyle Marketing** - No Response

The estimates included two notices for the recreation field and four notices for the YC Car Park.

**Resolved.** To issue a Purchase order for 6 notices to Signet Signs at a cost of £432.00

## 7. Recommendations from Committees

7.1. **Planning** (meetings held 4<sup>th</sup> Jan 2010) - Cllr Mike Webb reported on the meeting as in the minutes.

7.2. **Playing Fields & Open Spaces** –. No meeting

### Youth Centre Car Park Security

Although intending to refer this item to the Playing Fields Committee, the Chairman asked for a short discussion re. our intentions and input from other committees.

The proposal is to purchase and install two chain/wires between the bollards across the entrance and exit to the car park. Additional eye type anchors to be fitted to the boundary walls to allow the chains to be locked back in readiness for use.

Cllr Brian Lee confirmed that the Jubilee Hall Management Committee had no objection to the fitting of the chains/locks and were in favour of locking the entrance and exit if the need arose.

Cllr Peter Taylor confirmed that the Youth Centre Committee also agreed to the use of the security chains if the need arose.

Cllr John Veasey as chairman of the Playing Fields Committee was not at all sure about spending funds on the provision of the security chains and locks if there was no clear understanding of how they would be used. He had heard vague suggestions of the Police locking the car park shut if they were in the neighbourhood, others had suggested that neighbours may be encouraged to carry out the task or that the Council could employ a security firm to lock up. There was the other problem of opening the car park in the mornings. Our own play ground inspector may be asked to do the job but that would mean changing his contract as currently he is not on any fixed time to perform his duties.

It was agreed that the purchase of chains/locks etc would be deferred until the PF Committee had discussed the issue.

**PC100118/1 Clerk to establish costs for chains and locks for YC car park entrances.**

**Action to Clerk**

**Resolved.** To refer Youth Centre Car Park Security to the Playing Fields Committee.

7.3. Footpaths & Allotments – No meeting

7.4. Finance and General Purposes - No meeting

## 8. Representatives Reports.

### 8.1. Avon & Somerset Police.

No report

### 8.2. South Gloucestershire Council

No Report

### 8.3. Other Representatives

No Report

## 9. Community Forum

Cllr Brian Lee gave a brief report on the actions of the CF and asked if the Parish Council would receive a direct briefing from the officers of the CF at the next PC meeting in February.

**Resolved.** To invite the officers of the Community Forum to give a briefing at the next Parish Council meeting on Feb 15<sup>th</sup>.

## 10. Allotments

Cllr Brian Davis gave an update report on the progress of the Allotments.

Land Lease – Despite being pushed by Mrs Joan Hawkins, her solicitors have made no further progress with the lease.

Progress with the plots. – It was now agreed that the Alveston Allotments Association should write to the prioritised potential plot holders to verify they still want a plot prior to selection of plots and allocation. The Clerk would then issue licenses and collect the license fee.

There was a remaining issue over who should collect the AAA annual subscription. The AAA officers had suggested that this should be collected by the Parish Clerk with the annual license fee.

The Clerk stated that he felt this would effectively signal to the plot holders that the fee was a single amount and create some confusion over the funding of the allotments. It would be better to keep the two amounts completely separate.

Cllr Brian Lee, as treasurer of the AAA commented that as it was compulsory for a plot holder to be a member of the AAA, the fee should be combined as one amount.

Cllr Brian Davis proposed that the Council should collect only the license fee for the allotments with the AAA collecting its own subscriptions.

**Resolved.** That the Council collects only the license fee for the allotments with the AAA collecting its own subscriptions

Site Preparation – Cllr Brian Davis explained that despite a great deal of clearing work at the site, there were still some trees to remove and stumps to dig out. To ensure an early start to cultivation, Cllr Davis proposed that as part of its start-up costs, the Council should fund the stump removal. It is expected that the cost should be less than £350.00.

**Resolved.** The Council will fund the removal of stumps at the Allotment site. ADD Plant would be contacted to carry out the work.

## 11. Correspondence

### 11.1. Correspondence for Information

Listed in Appendix A

### 11.2. Correspondence for Action

Date (Rcvd)	Type	From	Subject
12-Jan-10	L	SG NHS	Transforming Lives Conference Invitation

Noted

## 12. Authorisation of Payments.

### 12.1. Payments authorised.

Payments - Payments authorised at the Planning Committee 4<sup>th</sup> January 2010 are listed below

Payee	Details	Chq. no	£
SG Council	Litter bin emptying Aug to Nov 2009	1691	61.09
CRK Garden Manicures	December Grounds Maintenance	1692	1,076.40
Mike York (York Fencing)	Repair to field Store	1693	132.00
	Total expenditure		1,269.49

Payments – The following payments were authorised by Cllrs Peter Taylor & Brian Davis

Payee	Details	Chq. no	£
R Phillips	Salary and Expenses January 2010	1694	909.33
B Painter	Playground Inspections -January 2010	1695	102.20
D Biddle	Cemetery Caretaking - Jan 2010	1696	103.43
ntl:Telewest	Broadband to Feb 2010	1697	25.85
CFS	Photocopier Service Contract - Jan 2010	1698	11.65
SG Council	Emptying Dog Bins Oct - Dec 2009	1699	113.62
	Total expenditure		1266.08

### 12.2. Income Received

Payee	Details	Chq. no	£
Bank of Ireland	Interest to December 7th 2009	dc	-0.03
L & J Gulwell	Interment - Plot 60	inc 1599	-66.00
EON	Way-leave	inc 1599	-66.78
	Total expenditure		-132.81

**Resolved** – That all payments and income presented to the meeting were accepted.

**13. Any Other Business**

## 13.1. Donation for Allotment Fencing

Cllr Terry Hunt declared an interest in this item as he is currently chairman of the Thornbury Lions.

Cllr Terry Hunt reported that the donation from Mrs Joan Hawkins for the costs of installing the fencing at the Allotment site had been paid to the Thornbury Lions. The Lions were to pay the Alveston Allotments Association who in turn would pay the Council. This transaction would enable the Thornbury Lions to make a donation of £100 to the AAA.

## 13.2. Planning Committee Chairman

Cllr John Cutland reported that he had received Cllr Mike Webb's resignation as chairman of the Planning Committee. Cllr Webb explained that his work and social commitments had made it impossible for him to continue in the role. However, he was not resigning as a Council member nor from the Planning and Playing Fields committees.

Cllr John Cutland thanked Mike Webb on behalf of the Council for his excellent chairmanship of the Planning Committee and was pleased that he would continue as a member.

Cllr John Head would assume chairmanship of the Planning Committee until the next Council AGM in May 2010.

## 13.3. Speed Limit Review – B4427

The Clerk, who had previously circulated details of the proposed reduction of the speed limit to 40mph on the B4427 asked if there were any comments to be sent as part of the consultation process.

No Comments

## 13.4. Street Trading License Renewal – Sizzles A38 Layby at Rudgeway.

The Council had received a communication from the SG Licensing Enforcement Officer re. the application to renew the street trading license in the A38 Layby.

The renewal has been referred to the licensing sub-committee who are willing to receive a Parish Council representation but not one from local residents. Because of the letter the Council had sent and the obvious disquiet of the local residents, it is felt that the sub-committee should hear some of the argument before making a decision.

A request was made for a council representative to attend the sub-committee in February.

As no members offered to attend, the Clerk was asked to attend and present the Council views.

## 13.5. John Dyer Award – nominations from the Parish Council.

Members were asked for their nominations to be sent to the Clerk.

The meeting closed at 8.45 pm.

## Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
22-Dec-09	L	Alveston Jubilee Hall Mgmt Comm.	Thanks for donation	Clerk Action	30-Dec-09	N
22-Dec-09	L	The Co-operative Bank	Statement	Clerk Action	30-Dec-09	N
22-Dec-09	L	Bank of Ireland	statement	Clerk Action	30-Dec-09	N
24-Dec-09	L	Sims Cook & Teague	Acknowledgement of letter of 15th Dec 2009	Clerk Action	30-Dec-09	N
30-Dec-09	L	West of England Partnership	Joint Waste Strategy - for consultation	File cc. Distribution	30-Dec-09	N
30-Dec-09	L	Oldbury SSG	Meeting notice	File cc. Distribution	30-Dec-09	N
30-Dec-09	L	Domain Renewal Group	Domain name expiration notice (possible spam!)	Clerk Action	30-Dec-09	N
06-Jan-10	L	ALCA	Newsletter Jan 2010	File cc. Distribution	06-Jan-10	N
06-Jan-10	L	ALCA	Royal Garden Party Nomination (ineligible)	File cc. Distribution	06-Jan-10	N
08-Jan-10	L	SG DAG	Newsletter Jan 2010	File cc. Distribution	08-Jan-10	N
12-Jan-10	L	SLCC	The Clerk Jan 2010	File cc. Distribution	12-Jan-10	N
12-Jan-10	L	Magnox North	Powerlines Issue 10	File cc. Distribution	12-Jan-10	N