

**Minutes of the Parish Council Meeting
Held on 20th June 2011 at 7.30 p.m. in The Jubilee Hall.**

Present: - Cllrs John Cutland (Chairman), Terry Hunt, Mike Webb, Brian Lee, Phil Squires, Kitty Davies, Hannah Richmond, James Sumner, Bernard Willcox, Allison Peters, Maggie Tyrrell (SGC).

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Shirley Holloway (SGC)

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

Mr George Johnson of Underwood Close attended the meeting to enquire if the Parish Council could take any action to prevent the occasional residents of 8 Greenhill Rd from parking on the grass verge or footpath. Mr Johnson explained that this privately owned house appears to have no permanent resident and the property is beginning to look very untidy and unkempt. The vehicle parking is a problem to local residents with the footways blocked and sometimes visibility at the junction severely reduced. .

Mr Johnson was advised that the Parish Council is not able to take much action themselves but would seek some advice from the Community Police Team and possibly South Glos Council.

4. Declaration of Interests

None

5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 16th May 2011

Resolved: The minutes of the Parish Council meeting of Monday 16th May 2011 were accepted and signed by the chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. **101115-2 To request that SG Highways consider applying parking restrictions to the junction of Davids Lane and Paddock Gardens.** **Action to Clerk**
Ongoing 21/2/11

Request included in consultation response to road changes for A38/Davids Lane junction.

6/5/11 – email sent to SG Transportation Services.

16/5/11 – no response from SG to date.

20/6/11 – initial response from Tracey Hamblett (SGC) received 17/5/11. States two methods of restricting parking, one by applying formal parking restrictions and the other by advisory No parking markings. Neither appropriate in this instance therefore do nothing.

Cllr Brian Lee responded to the SGC response expressing disappointment at no action.

A second email had been received from Tracy Hamblett (SGC) confirming that a small length of advisory “Keep Clear” markings will be installed when the A38/Davids Lane junction development work is carried out.

Cllr Brian Lee has again responded expressing some disappointment but promising to keep the subject under review. Cllr Lee also raised the problem at the SSCG and the Police have agreed to take action to ensure all highway rules are operated.

Cllr Terry Hunt asked if we should consider requesting a formal review of parking for all of Alveston.

Cllr Maggie Tyrell advised that this may not be an appropriate expenditure as, whilst this was a particular problem, in general the Parish didn't suffer from general parking issues.

- 5.2.2. **110516-1 To arrange a meeting for all councillors to gain a greater understanding of the budget process operated by the Council.** **Action to Clerk**
Ongoing (20/6/11)
- 5.2.3. **110221-1 To arrange production of an A3 colour print of the John Dyer Award recipients for mounting in a suitable frame.** **Action to Clerk**
Prices had been obtained, production of the document awaiting the 2011 awards. (21/3/11)
Ongoing 20/6/11
- 5.2.4. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** **Action to Clerk**
Ongoing 20/6/11
- 5.2.5. **110221-3 To write a letter to Wayne Reece, the chairman of the Greenhill Parade Management Committee urging the shop keepers to complete the uplift to their properties as had been agreed with the Parade Project Team.** **Action to Clerk**
- 18/4/11 – Cllr Phil Squires asked that a letter be sent supporting the work of the CF and asking that the Parade Management Committee encourage their members to fulfil their part of the arrangements.
16/5/11 – Cllr Phil Squires agreed to send the Clerk a draft letter to be sent to Wayne Reece.
20/6/11 – Ongoing
- 110516-2 To send a draft letter to the Clerk for sending to Wayne Reece.** **Action to Cllr Phil Squires**
Completed - Action Closed.
- 5.2.6. **110221-5 To write to SGC asking that the Parish Council be kept involved with any community developments at Lodge Farm.** **Action to Clerk**
16/5/11 – Ongoing
20/6/11 – The Clerk has written to Mr Lyons of SGC and received an almost immediate phone call from Rebecca Toms the SGC Property Service Manager in which she apologised for not involving the Parish Council in the discussions. We have been assured that the PC will be involved at every stage when discussions about the future of Lodge Farm resume.
Action Closed
- 5.2.7. **110418-1 To seek a resolution to the poor state of the notice board on the Jubilee Hall and report back.** **Action to Clerk**
16/5/11 – Ongoing
20/6/11 – The Notice Board has been removed for renovation.
Action Closed
- 5.2.8. **110516-3 To further discuss with the SG Highways engineers to ensure a filter is not installed on northbound traffic entering Thornbury Rd at the A38 traffic lights. To also investigate the possibility of a slight delay to traffic light timing to vehicles entering the A38 from Thornbury Rd.** **Action to Cllr Shirley Holloway**

Cllr Holloway had further discussed with the SG engineers the issue of filters on the traffic lights and was satisfied that the requirement had been made clear.

Action Closed

5.2.9. **110516-4 To discuss with the SG Street Lighting engineers to investigate additional street lighting on the footpaths leading from the Down Rd open space.**

Action to Cllr Shirley Holloway

Cllr Maggie Tyrrell reported that Cllr Holloway was going to request a review of street lighting in Down Road. There was no SG budget available but they were going to see if any residue from the "Merlin" fund could be made available.

Action Closed.

6. Recommendations from Committees

6.1. **Planning** (meetings held 16th May, 6th June) - Cllr Brian Lee reported on the meeting as in the minutes.

6.2. **Playing Fields & Open Spaces** – (No meeting).

6.2.1. Report of accident at Limekiln field

An accident occurred on Thursday 9th June at Lime Kiln Field as follows:

The incident happened when a group of 15/16 year-olds who were on "study leave" from Marlwood School were playing on the Cableway. The following written eye-witness report received from Marlwood School describes the incident:

*"When I've been to the Park, some kids I've seen push people along the zip wire really fast. When you get to the end it's an immediate stop; the momentum of the kid keeps going and they end up above the wire, upside down in mid-air. Head pointing downwards. Everybody I've seen this happen to has fell off and landed on their back but Brad landed on his neck.
I've seen people fall off like this about 5 times. They are always down for a couple of minutes, winded but this has been the most serious."*

The impression formed is that some kind of "dare" game was in progress where the "victim" was riding the cableway and the intention of the others is to try and unseat him.

A young man from Bradley Stoke suffered severe neck injuries in the accident and was airlifted from the playing field to hospital.

Contact was made with the Council's own Annual Safety Inspection Company, Digley Associates and the incident discussed with their chief inspector and co-ordinating manager. It appears that the company had performed the "post-installation" safety inspection on all our new equipment on behalf of South Glos Council on 28th March 2011. The Council was assured that the Proludic Cableway has been installed correctly and in accordance with all safety requirements. The equipment had no visible damage after the accident and the Council was given a view that it was unlikely to have contributed to the accident.

Digley Associates have been requested to perform a "post-accident" inspection as soon as possible and the cableway has been disabled until we are assured of its safety.

The Parish Council's insurers and South Gloucestershire Council have been informed.

6.3. **Footpaths & Allotments** – (Meeting held 6th June) – Cllr Hannah Richmond reported as in the minutes. It was noted that Cllr Kitty Davies was in attendance, not absent as in the minutes.

6.4. **Finance and General Purposes** - (Meeting held 9th May) – Cllr Terry Hunt reported as in the minutes.

6.4.1. 2011 External Audit – Accounting Statement & Annual governance statement.

The 2010/11 Accounting and Governance Statement was discussed and was approved.

Resolved: The Council approves the 2010/2011 Accounting & Governance Statement which was signed by the Chairman and Clerk.

- 6.4.2. Clerks Contracted Hours – The committee recommended to the Full Council that the Clerk's contracted hours be increased from 20hrs to 25hrs per week and that the increase be back-dated to 1st April 2011.

The Clerk left the room whilst this item was discussed.

Resolved: The Parish Clerk's contracted hours be increased from 20hrs to 25hrs per week and that the increase be back-dated to 1st April 2011. The Employment Contract to be revised accordingly

- 6.4.3. IT Review – Following a report received from the Clerk, the committee had agreed to undertake a review of the Council's IT services and equipment and report back. Cllr James Sumner had volunteered to assist with this review.
- 6.4.4. Payment for Limekiln Path – The committee had agreed to withhold any payment for the construction of the path until we are satisfied that it meets our requirements

7. Representatives Reports.

7.1. Police Matters -

PCSO 8752 Tony Blackmore apologised for not being able to attend but sent the following report:

There have been a couple of crimes over the past month in Alveston and surrounding areas but in general crime remains low.

A burglary occurred at a property that is being refurbished in Shellards Lane, Alveston. Offenders gained entry into the property through the garage and stole cleaning products and hand tools; unfortunately nothing was seen or heard by neighbours.

An incident occurred in the Earthcott Green area where a white van was seen by a member of the public fly tipping general waste. This has been reported to South Gloucestershire Council for further investigation.

Catalytic converters were stolen from Berkeley Vale Motors, this is not the first time they have suffered from these thefts and it is difficult to know how to stop them as offenders are targeting mainly people-carriers and vehicles that have a higher ground clearance as it aids them in stealing the items. As newer items are worth most in good condition, only newer vehicles are targeted.

A large water tanker was stolen from an isolated farm on Vattlingstone Lane; unfortunately there were no properties nearby, and so no witnesses.

Recent Police speed checks in and around Alveston have caught several drivers exceeding the speed limit, they were stopped, advised and given fixed penalty notices, some drivers were eligible for a driver education course to assist their understanding of the problem of speeding, others with higher speeds did not have that option and will receive penalty points on their licences as well as a fine.

At the last Safer Stronger Community Group meeting held at Alveston Methodist Hall local residents raised concerns over speeding vehicles in Earthcott Green and parking issues around Courville Close/Davids Lane area, officers have attended both locations on several occasions and carried out speed checks and dealt with any obstructions.

If you see any person or vehicle that you believe is acting in a suspicious manner please call the police on 999 for emergencies or 0845 456 7000 for non emergencies. Descriptions and registration numbers are a good source of information for us and can prove to be very valuable.

7.2. South Gloucestershire Council

Cllr Maggie Tyrrell commented about the recent statement that the Core Strategy was to be the subject of a Government inspection. Early signs were that the problems were probably a technical challenge over a minor aspect of the consultation. It appears that, as far as they are aware, it has nothing to do with the Thornbury new developments issues.

Cllr Phil Squires commented that it was a pity that it wasn't going to address what appears to be a lack of clarity with the "roads" policies operating in the area and especially the debacle over the use of local and minor roads for very heavy goods vehicles.

Cllr Maggie Tyrrell suggested that a review was under consideration following the recent announcement of the closure of Filton airfield.

Cllr Terry Hunt raised the issue of the apparent lack of action from the developer following the planning resolution that the fence is removed from Oak House, Davids Lane. Cllr Tyrrell had understood that the fence should be removed by 19th July but if enforcement action was required this could take a good while longer. Cllrs Tyrrell and Holloway would chase up the issue with the SG Planners.

Cllr Brian Lee passed on the report he had received from a local resident that there were young people beginning to gather in the Youth Centre car park late at night again. It was hoped that this was not the start of another period of antisocial behaviour.

7.3. Safer Stronger Community Group (1/6/11)

Cllr Brian Lee reported:

The possibility of a cycle route from Alveston to Thornbury remains under consideration by South Glos.

South Glos have written to the Greenhill Parade Shops Management Company to request car park marking. It has been requested that a copy of the letter is sent to the Clerk for Parish records.

The new "top priority" issue is the Castle Car Park in Thornbury.

Parking in Davids Lane, Alveston: The Police will carry out checks to ensure that cars are not parked contrary to the Highway Code. (not opposite a junction or within 10m of a junction.)

7.4. Environment Link Group (14/6/11)

Cllr Brian Lee reported:

Litter: Overall SG filled 25 skips in the recent "Big Clean." The Alveston Litter Pick (11/6/11) was carried out by 23 volunteers and they were pleased to report that there appeared to be less litter than usual.

New Allotments have been established near Thornbury Leisure Centre with the field marked out. All 28 plots have been taken.

South Glos has an "Environment Grant" available which may be useful to help fund the proposed new Alveston Footpaths books.

Richard Ashton (S Glos meeting chairman) has an action to investigate the plans for Lodge Farm.

7.5. Jubilee Hall management Committee

Cllr Brian Lee reported:

Mrs Carol John has been appointed the new bookings secretary and will gradually assume the role over the next few months.

It had been established that the Jubilee Hall was now “rodent free.”

7.6. Memorial Woodlands

Cllr John Cutland had attended the War Memorial service on behalf of the Parish Council.

8. Community Forum

Cllr Phil Squires reported:

- Judging for the CPRE Village of the Year competition was imminent.
- The Forum ad been involved with the St Helen’s Church grounds tidy-up.
- The results from the Children’s Painting Competition held at St Helens School had been posted around the village.
- A full maintenance programme was now in place for The Greenhill Parade.
- The memorial bench at Greenhill Parade has now been installed.
- Work on the Community Show continues.
- With the success of the earlier sessions, the next Café Alveston will be opening in the Youth Centre in July

9. Allotments

The Clerk reported:

Water Supply - Three estimates had been obtained for the supply of mains water to the site.

An application for a capital grant had been made to the SG Area Forum to support just under 50% of the total cost. The meeting to decide this grant would be held on 31st August and it was expected that the Clerk would attend to represent our application.

Cllr Terry Hunt asked that the Council should support “in principle” to fund the provision of the water supply whether the Grant application was successful or not.

Resolved: The Council agreed “in principle to fund the provision of the water supply whether a grant application was successful or not.

A letter of intent should be sent to the landowner to explicitly agree the laying of the water pipe.

Lease – Although the lease arrangements are not yet entirely completed, the Council solicitor had confirmed that we were awaiting a pure formality and that we should move ahead assuming the lease to be in place. A meeting will be arranged with the AAA to discuss some particular issues regarding the Plot Holder Lease and allotment rules and the outcome would be brought to the next Parish Council meeting for ratification.

10. Playbuilder Project

One of the Play nets was vandalised and had to be removed.

Repairs had been made to the grass mounds using the turf supplied by Janes Pond. Local watering had been carried out.

The Cableway is currently disabled following the previously reported accident.

The Project will be completed with the installation of some seating, litter bins, painting the skateboard equipment, new signage and an “opening ceremony”.

11. Correspondence11.1. Correspondence for Information

Listed in Appendix A

11.2. Correspondence for Action

None.

12. Authorisation of Payments.

12.1. Payments.

12.1.1. Payments authorised at the Finance & GP meeting 6th June 2011.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance	1886	978.00
R Phillips	GAP – Barrier Fencing	1887	38.40
R Phillips	B&Q – Fencing Spikes	1888	32.99
Jane's Pond Ltd	Playspace	1890	5,385.60
	Total expenditure		6,434.99

12.1.2. The following payments were authorised by Cllrs. John Cutland & Bernard Willcox.

Payee	Details	Chq. no	£
CFS	Photocopy service	1891	24.65
SG Council	Emptying Dog Bins Jan – May 2011	1892	196.56
Virgin Media Payments	Broadband – June 2011	1893	26.40
Broker Network Ltd	Insurance	1894	2,494.45
Churchill & Johnson	IT Support	1895	63.00
SG Council	Emptying Litter Bins April, May	1896	33.31
R Phillips	Thornbury Garden Shop – Plants	1897	25.00
R Phillips	Highfield GC – Rose Stakes	1898	13.52
Alveston JHMC	Room Hire	1899	78.87
SG Council	Internal Audit	1900	260.40
B Painter	Salary – Inspections & Cleaning	1901	260.95
R Phillips	Salary – Clerk	1902	981.99
D Biddle	Salary – Cemetery Caretaking	1903	84.55
HMR&C	Tax & NI Payments	1904	998.95
	Total expenditure		5,542.60

12.2. Receipts

12.2.1. Recent income received.

Payee	Details	inc. no	£
Thornbury Town FC	Final payment 2010/11 season	inc 1848	51.50
Thornbury Baptist FC	Final payment 2010/11 season	Inc 1849	24.00
Memorial Services	Memorial fee Grave plot 39	Inc 1890	111.00
	Total income		186.50

Resolved: That all receipts and payments presented to the meeting were accepted.

13. Any Other Business

13.1. Playspace holiday relief Rota

In thanking the volunteers, the Clerk distributed copies of the rota of Councillors performing the daily inspection and litter pick on the playing fields during the operatives holiday.

13.2. Parish Council "stall" at the Community Show.

Some ideas for the "Council" stall at the show included a children's competition and balloons, Cllr Alison Peters asked for a small budget to fund the stall and it was agreed that £50 should be set aside.

13.3. The Sustainable Communities Act – proposal from Lesiton Town Council

Cllr Phil Squires presented the case and asked that the Council supports Lesiton Town Council. The support was unanimously agreed

110620-1 To offer this Council's support to the proposal received from Lesiton Parish Council.
Action to Clerk

13.4. Response from Consultation response – Down Road crossing

The item was discussed and it was agreed to take no further action.

13.5. SG Core Strategy – Options for Filton airfield

The papers were to be copied to Cllr's Terry Hunt and John Cutland.

Meeting closed at 9.10pm.

Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
11-May-11	L	Britannic Garden Furniture	Brochure & Price List	Clerk Action	11-May-11	N
11-May-11	L	John Robertson Ltd	Brochure & Price List	Clerk Action	11-May-11	N
11-May-11	L	SG Planning	Permit - Westerleigh, Quarry Rd	Clerk Action	11-May-11	Y
12-May-11	L	SG	family fun day @ Kingswood	Dist'n & File	23-May-11	N
12-May-11	L	SG Planning	Permit - 35 Wolfridge Ride	Clerk Action	23-May-11	Y
16-May-11	L	BT Payphones	Invoice £64.80	Clerk Action	16-May-11	Y
16-May-11	L	CPRE	Countryside Voice Spring 2011	Dist'n & File	23-May-11	N
16-May-11	L	SLCC	The Clerk Magazine May 2011	Dist'n & File	23-May-11	N
16-May-11	L	SG Street Cleansing	Annual price increase for litter bins +4.5%	Clerk Action	23-May-11	Y
16-May-11	L	SG Street Cleansing	Annual price increase for dog bins +4.5%	Clerk Action	23-May-11	Y
16-May-11	L	Senior Citizens Forum	Request for financial support	Clerk Action	23-May-11	Y
16-May-11	L	Volunteer Centre Thornb'y	Annual Report 2010-11	Dist'n & File	23-May-11	N
17-May-11	E	Tracey Hamblett (S Glos Transportation Services)	Response re. Parking in Davids Lane	Clerk Action	23-May-11	Y
19-May-11	L	Co-operative Bank	Statement	Clerk Action	23-May-11	Y
19-May-11	L	Alveston CC	Signed Hire agreement	Clerk Action	23-May-11	N
21-May-11	L	Oldbury SSG	Election of Chair & v-chair	Dist'n & File	23-May-11	N
21-May-11	E	Mrs Meriana Pearson	via alveston.org - request to find relatives of Biddle in Alveston	Clerk Action	31-May-11	N
22-May-11	E	Elaine Lee	Request to chase S Glos re. lack of grounds mtce in Old Methodist cemetery.	Clerk Action	23-May-11	N
23-May-11	E	SG Licensing Dept.	Consult on Draft Street Trading Policy	Clerk Action	23-May-11	Y
23-May-11	E	SG Parish Matters	Unshackling Good Neighbours	Dist'n & File	23-May-11	N
23-May-11	E	SG Legal & Democratic Services	Application to modify footpath OAN16 & OAN 18	Clerk Action	23-May-11	Y
23-May-11	T	Barbara Summerfield	via Kitty Davies - the seat in the Bus Shelter at Rudgeway is broken	Clerk Action	31-May-11	Y
25-May-11	E	Les Forrest	Query and assistance to modify Parish Plan to enable posting on Web site	Clerk Action	25-May-11	N
27-May-11	L	SG Planning	Permit - Wildonia, Forty Acre Lane	Clerk Action	31-May-11	Y
27-May-11	L	SG Planning	Permit - 2 Rosewood Ave	Clerk Action	31-May-11	Y
27-May-11	L	SG Planning	Application - 3 Greenhill Rd	Clerk Action	31-May-11	Y
27-May-11	L	SG Deaf Association	Newsletter June 2011	Dist'n & File	31-May-11	N
27-May-11	L	CRK Garden Manicures	Invoice - £978.00	Clerk Action	31-May-11	Y

ALVESTON PARISH COUNCIL

Full Council

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
28-May-11	L	Hillary Severn	Pamphlets and notices re. Winterbourne Medieval Barn	Dist'n & File	31-May-11	N
29-May-11	L	Bank of Ireland	Statement	Clerk Action	31-May-11	Y
29-May-11	L	SLCC	Essential Publications	Clerk Action	31-May-11	Y
29-May-11	L	SG Planning	Enforcement investigation closure - Wychwood, Church Rd.	Clerk Action	31-May-11	Y
31-May-11	T	Alveston CC	Query re. Insuring mowers. Also confirmation that they have £5m third party insurance in view of new solar panels on neighbouring house.	Clerk Action	31-May-11	N
31-May-11	L	Thornbury Town FC	Payment £51.50	Clerk Action	31-May-11	Y
01-Jun-11	L	SG Planning	Application - 1A Quarry Rd. Alveston	Clerk Action	03-Jun-11	Y
02-Jun-11	L	SG Com Care & Housing	Brochures re. National Carers week	Dist'n & File	03-Jun-11	N
03-Jun-11	L	SG Planning	Permit - 5 Quarry Rd. Alveston	Clerk Action	03-Jun-11	Y
06-Jun-11	L	Virgin Media	Invoice £26.40	Clerk Action	08-Jun-11	Y
08-Jun-11	L	CFS	Invoice £24.65	Clerk Action	08-Jun-11	Y
08-Jun-11	L	North Bristol NHS	Community Newspaper Summer 2011	Dist'n & File	08-Jun-11	N
08-Jun-11	L	SG Council	Invoice £196.56 - dog bin emptying	Clerk Action	08-Jun-11	Y
08-Jun-11	E	Came & Co	Insurance Premium invoice £2,494.45	Clerk Action	08-Jun-11	Y
13-Jun-11	L	NALC	LCR Summer 2011	Dist'n & File	13-Jun-11	N
13-Jun-11	L	Sovereign Play Equipmt	Brochure	Dist'n & File	13-Jun-11	N
13-Jun-11	L	SG Council	Invoice £33.31 - litterbin emptying	Clerk Action	13-Jun-11	Y
13-Jun-11	L	Your PC Guru	Invoice £63.00 - IT support	Clerk Action	13-Jun-11	Y
13-Jun-11	L	ADD Plant	Estimate for Allotment Water Pipe works	Clerk Action	13-Jun-11	Y
14-Jun-11	L	Summers Memorial	Application to install memorial, Plot 39 & payment of £111.00	Clerk Action	18-Jun-11	N
14-Jun-11	L	Winterbourne Medieval Barn Trust	Brochures	Dist'n & File	18-Jun-11	N
15-Jun-11	L	Thornbury Baptist FC	Payment £24.00	Clerk Action	18-Jun-11	Y
15-Jun-11	L	Alveston Jubilee Hall	Invoice £78.87	Clerk Action	18-Jun-11	Y
16-Jun-11	L	SG Planning	Application - 23 Paddock Gardens	Clerk Action	18-Jun-11	Y
18-Jun-11	E	Cobweb Solutions Ltd	Invoice £0.00 (cost incl in Virgin invoice)	Clerk Action	18-Jun-11	N
18-Jun-11	L	Masters Services Ltd	Estimate for Allotment Water Pipe works	Clerk Action	18-Jun-11	Y
18-Jun-11	L	RBS Software Solutions	Confirmation of training	Clerk Action	18-Jun-11	N
18-Jun-11	E	Water Matters	Estimate for Allotment Water Pipe works	Clerk Action	18-Jun-11	Y