

**Minutes of the Parish Council Meeting  
Held on 19<sup>th</sup> Sept 2011 at 7.30 p.m. in The Jubilee Hall.**

**Present:** - Cllrs John Cutland (JC) (Chairman), Brian Lee (BL), Kitty Davies (KD), Bernard Willcox (BW), Allison Peters (AP), James Sumner (JS), Hannah Richmond (HR), Marcus Fry (MF), Maggie Tyrrell (MT) (SGC).

Bob Phillips (Clerk)

### 1. Apologies for Absence

Cllrs. Terry Hunt (TH), Mike Webb (MW), Phil Squires (PS), Shirley Holloway (SH) (SGC),

### 2. Evacuation Procedure

The evacuation procedure was noted

### 3. Public Participation

#### 3.1. Mrs Chris Casey (Community sponsored Governor St Helen's C of E School)

Mrs Casey reminded the Council of the questionnaire she had distributed and asked that those members who had yet to respond considered doing so. She was keen to obtain as broad a view as possible before discussing with the Head, Chairman of Governors and the Parish Council.

#### 3.2. Mr Bob Dale (Sustainable Thornbury) was interested in listening to the discussion re The Proposals for Lodge Farm, Rudge Way. He would be happy to clarify any points.

### 4. Declaration of Interests

None.

### 5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 15<sup>th</sup> August 2011

**Resolved:** The minutes of the Parish Council meeting of Monday 15<sup>th</sup> August 2011 were accepted and signed by the chairman.

#### 5.1. Matters Arising

#### 5.2. Outstanding Actions

##### 5.2.1. **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 18/7/11

The Clerk has asked for some help from JS. (15/8/11)

Draft produced - Ongoing (19/9/11)

##### 5.2.2. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** **Action to Clerk**

Ongoing 19/9/11

##### 5.2.3. **110718-3 To urge the South Glos Playbuilder project team to provide and install the proposed Limekiln Field notice board.** **Action to Clerk**

Emails and phone calls have been regularly made to urge the action. The delay is due to the need to make a bulk order and other councils have not yet decided on the format of their notice. The Clerk will continue to urge. 15/8/11  
SG Council are still waiting on other councils. (19/9/11)

- 5.2.4. **110718-6 To seek opinion from Cllr's Maggie Tyrell and Shirley Holloway about the QEII Challenge and any proposals about land in Alveston.** **Action to Brian Lee**  
SH reported that after investigation, both school playing fields fall outside the remit of the QEII Challenge as they are part of the infrastructure of the sites. They may have been eligible if they had been separate playing field away from the main school site.  
SH will report back re. Alveston Down.

MT reported that Alveston Down was listed as an open space and owned/managed by SG Council. If the PC wanted to progress any action they should enquire with SGC.

No further action was agreed.  
Action Closed

- 5.2.5. **110815-1 to urge enforcement action with the fence at Oak House, Davids Lane.** **Action Cllr Shirley Holloway**

MT reported that SH was in touch with the SG Planning Enforcement team and would report shortly. (19/9/11)

- 5.2.6. **110815-2 To consult with local resident about the need for additional street lighting on Alveston Down.** **Action Cllr John Cutland**

JC had spoken with the resident who initially raised the issue who was not aware of others who were seeking additional lighting. It was agreed that the PC should consult with other residents and use the next article in Helmet to address the issue.  
Action Closed

**110919-1 To seek views on the need for additional street lighting on Alveston Down in the next Helmet article.** **Action Clerk**

- 5.2.7. **110815-3 To refer back to the Footpaths & Allotments Committee the request for the provision of a public seat on Alveston Down.** **Action Cllr Hannah Richmond**

Action transferred to December F&A Committee.  
Action Closed

- 5.2.8. **110815-4 To send a formal warning letter to the grounds maintenance Contractor** **Action Clerk**

A formal warning had been sent and the contractor had immediately responded with significant improvements in his work.  
Action Closed

- 5.2.9. **110815-5 To obtain estimates for cleaning the war memorial.** **Action Clerk**

Ongoing 19/9/11

- 5.2.10. **110815-6 To canvass the views of the field users about attending a PF&OS committee meeting and report back to that committee.** **Action Clerk**

The general view was that there was no real need but perhaps we should aim to consider meeting towards the end of the football season.  
Action Closed

## 6. Recommendations from Committees

6.1. **Planning** (Meetings 15<sup>th</sup> Aug, 5<sup>th</sup> Sept) - BL reported on the meetings as in the minutes. The Council were reminded that the only outstanding item was the lack of progress with the enforcement action requested at Oak House, Davids Lane.

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

6.3. **Footpaths & Allotments** – (5<sup>th</sup> Sept) – Cllr Hannah Richmond

Following the Council being awarded a £2,600 grant from the Area Forum towards the provision of the water supply, the committee were recommending that an immediate start should be made on the contracted work.

The Council agreed to the recommendation.

**Resolved:** The Council approves the commencement of the contract to provide the water supply to the allotments

6.4. **Finance and General Purposes** - (5<sup>th</sup> Sept) – Cllr John Cutland.

6.4.1. Internal Audit Plan

The F&GP committee considered the Internal Audit Plan and recommend acceptance as determined in memo 110621 - F&GP Internal Audit Plan.doc.

**Resolved:** The Internal Audit Plan as determined in memo 110621 - F&GP Internal Audit Plan.doc is accepted.

6.4.2. Risk Assessment Review

The F&GP committee recommend acceptance of the Risk Assessment Review 2010/11 as in the document Risk assessment 110621.doc.

**Resolved:** The Risk Assessment Review 2010/11 as in the document Risk assessment 110621.doc is accepted.

6.4.3. Timing of meetings

The F&GP Committee meeting on 5<sup>th</sup> September commenced 35 minutes later than the advertised time due to the overrun of the preceding Footpaths & Allotments Committee. The F&A Committee had on this occasion been joined by Peter Bird the chairman of the SG PROW Liaison Group and at the time, the committee agreed that the importance of the discussion warranted the overrun.

However, it had been pointed out that starting a meeting this late was not acceptable and the Council should consider options to avoid the same thing happening in the future.

Various options were discussed including extending meeting times to finish at 9.30pm rather than the current aim at 9.00pm; holding only one committee meeting per month; moving to a six week cycle and allotting more time to a specific meeting if the agenda warranted.

The conclusion was that all the ideas would compromise the current system which is usually perfectly adequate and it was decided that where a committee agenda included an item that had the potential for significant discussion, the committee chairman and Clerk would plan to extend the meeting and ensure all are informed of any impact on other meetings

**Resolved:** On committee meeting dates, the second meeting to be the Finance & General Purposes meeting at 7.30pm followed by the other committee meeting starting at 8.15pm.

**Resolved:** The Clerk to discuss with the committee chairman the agenda content and if necessary, extend the meeting and adjust other meeting start times. This action to be completed before agendas are posted.

## 7. Representatives Reports.

### 7.1. Police Matters -

PCSO 8752 Tony Blackmore apologised for not being able to attend but a Police Report in bullet points for the past month, mid August-mid September was read out.

14/8 - Two males seen in the grounds of nursery on David's Lane late evening, area searched on foot, by road and by helicopter, no trace of males, no damage or burglary to building.

17/8 - Two separate incidents of theft of three metal farm gates in The Street. Area search, no trace of offenders, due to locality, not overlooked.

18/8 - Male seen by child in rear garden Lime Grove early evening, area searched, no signs of break/theft, no trace of male.

19/8 - Safe found on Wolfridge Ride, recovered from finder, safe checked for prints, none found, system checked, no reports of recent burglaries where safe stolen.

24/8 - Theft of spare wheel from underneath a 4x4 vehicle on The Down, nothing seen or heard by neighbours, no scope for crime scenes officer.

24/8 - Two rooms broken in to at Premier Inn, keys stolen and two vans stolen. One van later recovered in Winterbourne near the Grange Hotel, awaiting comeback from crime scenes on prints. Cctv at scene checked, offender/s non identifiable.

30/8 - Four Burglaries/attempt burglaries around Shellards Lane and The Street, Childs quad bike stolen, locks forced off of outbuildings and sheds entry gained at three locations. Crime scenes attended, awaiting comeback on findings.

The past month has seen a rise in crime in the area, although these crimes vary, it is believed the same people are carrying out duplicate crimes. The hotel crimes are part of a series across Bristol area, arrests made and enquiries ongoing for these. The burglaries are more difficult to trace offenders due to locations and lack of evidence left at the scenes, offenders make off across fields to nearby tracks.

Thefts of metal, not just scrap are widespread across country, unfortunately if not bolted down items are being lifted and taken, old and new metal being stolen.

Patrols have increased in rural locations in hours of darkness when these offences occur, please continue to note and report any suspicious vehicles or activity that you may see to Police as soon as possible on either 101, which is the new Police non-emergency number or 999 as appropriate.

### 7.2. South Gloucestershire Council

7.2.1. Haddrell Court - MT reported that Merlin Housing Society are currently consulting on the long term plans of a number of their supported premises including Haddrell Court. SH had attended one consultation and was appalled at the standard of the presentation and the lack of clarity on offer to the residents. MT reported that there was another meeting planned in the next week but neither she nor SH were able to attend. Both SH & MT would closely monitor the plans and try and ensure all who were involved would be kept informed.

7.2.2. South Glos Core Strategy – MT reported on the frustrations being felt within SG Council about the difficulties with the Core Strategy. The Government Inspectorate have said that SG Council failed to take a holistic approach to their strategy particularly concerning the Green Belt. They are also concerned about the low amount of new housing being planned. The Spatial Planning team are continuing with their work and particularly the consultation re. Filton Airfield closure. The issue is important as the Core Strategy must be in place by the Government decreed dates otherwise large areas of the planning process will be turned on its head and cause a potential for “planning by appeal.”

### 7.3. Jubilee Hall management Committee

BL reported:

The work new heating system is now fully operational.

The management committee are still struggling to ensure the cleaning quality is maintained. A significant amount of effort is needed just to keep the current contractors focussed.

### 7.4. Safer Stronger Community Group

BL reported on the meeting held on 28<sup>th</sup> August:

There was a low attendance at the meeting and only a small number of issues raised. These included the following items relevant to Alveston:

- The damaged wall adjacent to the Greenhill Parade Car Park.
- Cars parked in Davids Lane near junction with Davids Close and Paddock Gardens.
- Parking on footpath/verge at Greenhill/Underwood Close.

BL also reported that there is some doubt about the long term viability of the SSCG in its current form. The attendance at this meeting, 12 representatives and 5 general public was symptomatic of the problem with the forum and it was generally felt that there were now too many groups covering similar areas.

MT commented that as well as Parish and Town Councils, there was also the Area Forum which also touched on similar areas.

SG Council are considering the future of the SSCG.

## 8. Community Forum

BL reported as follows:

The Community Forum was very pleased with the success of the Community & Flower Show and thanks were made to all those who had helped to make it the success it was. There was to be a post-event meeting shortly where a more detailed examination of the event would take place.

It is unlikely that an event will be held next year.

The Community Forum is also very pleased that once again, Alveston has won the CPRE Village of the Year competition. Although many people were involved in the preparations, we should particularly thank the very small group of residents at the core of the endeavour.

## 9. Allotments

Item discussed under item 6.3

## 10. Playbuilder Project

Limekiln Field new Footpath

Following the aborted meeting with the representative from Jane's Pond, the Clerk was to proceed with obtaining estimates from alternative contractors to complete the job according to specification and to the Council's satisfaction. The costs and payments to be made will be discussed at other meetings but it is intended that remedial work would only be done if it was within the original budget.

**110919-1 To obtain estimates for remedial work to the Limekiln Field footpath.**

**Action Clerk**

**11. Queens Jubilee 2012**

No progress had been made in determining local interest.

**12. Correspondence**12.1. Correspondence for Information

Listed in Appendix A

12.2. Correspondence for Action

## 12.2.1.

Sustainable Thornbury - Brochure outlining proposal for Lodge Farm

This brochure had been circulated to members following the meeting on 24<sup>th</sup> August with Linda Mawby from SG Council and members of Sustainable Thornbury. Whilst the officers of the SG Estates Department thought the proposal a good idea, they reminded the Council that they had a duty to maximise the value of the land. The current SG Council proposal was to set aside only 7 acres of land for community use whereas the Sustainable Thornbury proposal suggested a much larger area, possibly 30 acres. Key to any discussion would be how the additional land would be funded.

Although there were deep concerns about funding and the long term management of a potentially large facility, the members present were generally in favour of the Sustainable Thornbury proposal. However, it was agreed that the item should be discussed again at the next meeting in order that members not present could have a view.

## 12.2.2.

Peter Waller of the Community Forum - Notes on Greenhill Parade meeting 25/8/11

Awaiting information regarding neighbours insurance claim

**13. Authorisation of Payments.**

## 13.1. Payments.

## 13.1.1. Payments recently authorised

Payments authorised at F&GP meeting 5 Sept 2011

Payee	Details	Chq. no	£
CFS	Photocopy Services	1936	23.50
CRK Garden Manicures	Grounds Mtce -	1937	978.00
Instyle Marketing Services	Skatepark notices	1938	292.80
	Total expenditure		1294.30

## 13.1.2. Payments authorised by Cllrs Alison Peters &amp; Kitty Davies

Payee	Details	Chq. no	£
South Glos Council	Cemetery Rates	DD	51.00
R Phillips	Post Office Stamps	1939	29.52
GB Sport & Leisure	Rocker Repair	1940	138.00
Virgin Media Business	Broadband to 31-Sep-11	1941	26.40
CFS	Photocopy Services	1942	37.61
R Phillips	Data Flash Drives	1943	32.67
R Phillips	Barrier & Hazard Tape	1944	16.98
D Biddle	Salary – Cemetery caretaker	1945	84.55
B Painter	Salary Inspect/daily sweep & Bus Shelter clean	1946	260.95
R Phillips	Clerk Salary & Expenses	1947	1,105.59
	Total expenditure		1,783.27

## 13.2. Income Received

## 13.2.1. Receipts presented at F&amp;GP meeting 5 Sept 2011.

Payee	Details	Chq. no	£
Richard & Julie Hiscock	Allotment rent plot 5	Inc 1894	50.00
Dennis Sanigar	Allotment rent plot 13	Inc 1895	50.00
Russ & Ann Wilkins	Allotment rent plot 18	Inc 1896	50.00
Brian Lee	Allotment rent plot 30	Inc 1897	50.00
Ken & Georgina Harkness	Allotment rent plot 10	Inc 1898	25.00
Nigel & Trudy Westlake	Allotment rent plot 5	Inc 1899	50.00
	Total expenditure		275.00

## 13.2.2. Recent Receipts

None

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

## 14. Any Other Business

14.1. Frank Barnwell Plaque on Alveston House Hotel - Not discussed, to be added to agenda next meeting.

14.2. Graffiti and painting of Skateboard Park - AP asked when the contractors would be completing the painting of the new equipment at the skateboard park as she was aware of a local resident who would be prepared to carry out the job.

The Clerk reported that he was waiting on a response from the SG Project Manager who had asked that her contractors carry out the task as originally agreed.

It was agreed to wait only until the end of September and then if not completed, to progress the action through our own resources.

- 14.3. Local Shops - BL reported that a campaign was under way to encourage all local people to support the local shops as there was a real danger that without more support, they may not be able to remain open.

The Parish Council unanimously agreed to support the initiative in any way it could.

- 14.4. Grass cutting at the Millennium Garden - BL asked that grass cutting at the millennium garden could be carried out more frequently as the local resident tending the plants had suggested that it was not receiving sufficient attention.

The Clerk said he would remind the contractor of the specification.

- 14.5. Environmental Link meeting - HR apologised that she would be unable to attend the next meeting of the Environmental Link group and was unlikely to be able to attend future events if they were planned on the same weekday. Would another member like to take her place at the meeting?

There were no volunteers.

- 14.6. Membership of the Footpaths and Allotments Committee - KD announced that she would be unable to continue as a member of the F&A Committee as her personal commitments made it impossible to be a member of two committees. She would continue as a member of the PF&OS Committee.

Meeting closed at 9.25pm.

## Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
10-Aug-11	L	SG Planning	Permit - 16 Strode Common	Clerk Action	11-Aug-11	Y
10-Aug-11	L	Mike Webb	Invoice £85.00 (Funeral Services Plot 31)	Clerk Action	15-Aug-11	Y
13-Aug-11	L	JGL Vermin & Pest Control	Invoice £105.00	Clerk Action	15-Aug-11	Y
13-Aug-11	L	Avon & Somerset Police Authority	Newsletter July 2011	Dist'n & File	15-Aug-11	N
13-Aug-11	L	Avon & Somerset Police Authority	Community Policing Awards 2011	Dist'n & File	15-Aug-11	N
13-Aug-11	L	Avon & Somerset Police Authority	Policing Plan 2011-14	Dist'n & File	15-Aug-11	N
13-Aug-11	L	BT Payphones	Invoice £71.26	Clerk Action	15-Aug-11	Y
13-Aug-11	L	M&R Landscapes	Invoice £106.00 (cemetery planting)	Clerk Action	15-Aug-11	Y
15-Aug-11	E	ALCA	Notice of training courses	Clerk Action	15-Aug-11	N
15-Aug-11	L	Bryan Painter	Inspection certificate	Clerk Action	15-Aug-11	N
15-Aug-11	E	Monkey-do	Invoice £50.00	Clerk Action	15-Aug-11	Y
15-Aug-11	E	Aviva Insurance	Notice of transfer of Aviva Business (no action required)	Clerk Action	15-Aug-11	N
15-Aug-11	L	SSCG	Annual report 2010	Dist'n & File	15-Aug-11	N
15-Aug-11	L	Oldbury SSG	Minutes of meetings	Dist'n & File	15-Aug-11	N
16-Aug-11	L	Glasdon	Brochures	Dist'n & File	17-Aug-11	N
17-Aug-11	L	SG Council	Bags for Recycling cardboard - info	Clerk Action	17-Jan-00	N
17-Aug-11	E	SG Streetcare	Response re. Additional seat at Alveston Down	Clerk Action	26-Jun-00	Y
17-Aug-11	E	Parish Matters	The Care Forum - invitation to become a trustee	Dist'n & File	17-Aug-11	N
18-Aug-11	L	SG Planning Enforcement	Response re. Oak Hse, Davids Lane	Clerk Action	18-Aug-11	Y
19-Aug-11	L	CPRE	Countryside Voice Summer 2011	Dist'n & File	19-Aug-11	N
19-Aug-11	L	Co-operative Bank	Statement	Clerk Action	19-Aug-11	Y
20-Aug-11	L	SG Planning	Permit - 29 Davids Lane	Clerk Action	22-Aug-11	Y
22-Aug-11	L	Bryan Painter	Inspection certificate	Clerk Action	22-Aug-11	N
22-Aug-11	L	Mike Webb	Resume	Clerk Action	22-Aug-11	N
25-Aug-11	L	CFS	Invoice £23.50 (late delivery of June invoice)	Clerk Action	25-Aug-11	Y
25-Aug-11	L	Richard Hiscock	Allotment agreement/rent - Plot 5	Clerk Action	25-Aug-11	Y

# ALVESTON PARISH COUNCIL

# Full Council

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
25-Aug-11	E	SG Young People	Participation newsletter June 2011	Dist'n & File	25-Aug-11	N
25-Aug-11	L	Bank of Ireland	Statement	Clerk Action	25-Aug-11	Y
25-Aug-11	L	Barcham Tree Specialists	Invitation to seminar Sep 13th	Dist'n & File	25-Aug-11	N
25-Aug-11	L	SG Deaf Association	Newsletter Sept 2011	Dist'n & File	25-Aug-11	N
25-Aug-11	L	CFS	Overdue invoice for June (not previously received)	Clerk Action	25-Aug-11	Y
26-Aug-11	L	SG Planning	Application - The Forecastle, Down Rd.	Clerk Action	30-Aug-11	Y
27-Aug-11	L	Nigel & Trudy Westlake	Allotment agreement/rent - Plot 12	Clerk Action	30-Aug-11	Y
27-Aug-11	L	Ken & Georgina Harkness	Allotment agreement/rent - Plot 10	Clerk Action	30-Aug-11	Y
27-Aug-11	L	Brian Lee	Allotment agreement/rent - Plot 30	Clerk Action	30-Aug-11	Y
27-Aug-11		Clerks & Councils Direct	Aug-11	Dist'n & File	27-Aug-11	N
27-Aug-11	L	Russ & Ann Wilkins	Allotment agreement/rent - Plot 18	Clerk Action	30-Aug-11	Y
27-Aug-11	L	Sustainable Thornbury	Brochure outlining proposal for Lodge Farm	Clerk Action	30-Aug-11	Y
29-Aug-11	L	Bryan Painter	Inspection certificate	Clerk Action	30-Aug-11	N
29-Aug-11	L	SMP Playgrounds Ltd	Brochure	Dist'n & File	30-Aug-11	N
30-Aug-11	E	Peter & Yvonne Jones	Request to erect shed - Plot 19	Clerk Action	30-Aug-11	N
31-Aug-11	L	Chris Purvis	Allotment agreement/rent & Request to erect a shed - Plot 8	Clerk Action	05-Sep-11	Y
31-Aug-11	L	David & Sandy Sargent	Allotment agreement/rent - Plot 26	Clerk Action	05-Sep-11	Y
31-Aug-11	L	John O'Leary	Allotment agreement/rent & Request to erect a shed - Plot 27	Clerk Action	05-Sep-11	Y
31-Aug-11	L	David Walker	Allotment agreement/rent - Plot 25	Clerk Action	05-Sep-11	Y
01-Sep-11	E	CRK Garden Manicures	Invoice - £978.00	Clerk Action	05-Sep-11	Y
01-Sep-11	L	Barcham Tree Specialists	Brochure	Dist'n & File	05-Sep-11	N
01-Sep-11	L	Peter & Yvonne Jones	Allotment agreement/rent - Plot 19	Clerk Action	05-Sep-11	Y
03-Sep-11	L	SLCC	Annual Report	Dist'n & File	05-Sep-11	N
03-Sep-11	L	IAC Ltd	Brochure	Dist'n & File	05-Sep-11	N
03-Sep-11	L	Carol Morgan	Allotment agreement/rent - Plot 9	Clerk Action	05-Sep-11	Y
05-Sep-11	L	Instyle	Invoice - £292.80	Clerk Action	05-Sep-11	Y
05-Sep-11	E	Peter Waller - CF	Notes on meeting 25/8/11	Clerk Action	05-Sep-11	Y
05-Sep-11	L	Bryan Painter	Inspection certificate	Clerk Action	05-Sep-11	N
06-Sep-11	L	Viv Balchin	Allotment agreement/rent - Plot 22	Clerk Action	06-Sep-11	Y
06-Sep-11	L	John Thornhill	Allotment agreement/rent - Plot 31	Clerk Action	06-Sep-11	Y
06-Sep-11	L	Jessica Williams	Allotment agreement/rent - Plot 23	Clerk Action	06-Sep-11	Y
06-Sep-11	L	Paul Gower	Allotment agreement/rent - Plot 28	Clerk Action	06-Sep-11	Y

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
06-Sep-11	L	Ian & Erika Booth	Allotment agreement/rent - Plot 15	Clerk Action	06-Sep-11	Y
07-Sep-11	L	NALC	LCR Autumn 2011	Dist'n & File	07-Sep-11	
07-Sep-11	L	GB Sports & Leisure	Invoice - £138.00	Clerk Action	07-Sep-11	Y
07-Sep-11	L	Virgin Media	Invoice - £26.40	Clerk Action	07-Sep-11	Y
07-Sep-11	L	SLCC	The Clerk Magazine Sept 2011	Dist'n & File	07-Sep-11	N
07-Sep-11	E	CFS	Invoice £37.61	Clerk Action	07-Sep-11	Y
07-Sep-11	E	SG Local Involvement Network	Ebulletin Sept 2011	Dist'n & File	07-Sep-11	N