

**Minutes of the Parish Council Meeting  
Held on 15<sup>th</sup> July 2013 at 7.30p.m. in the Jubilee Hall.**

**Present:** - Cllrs Allison Peters (AP) (Chairman), Terry Hunt (TH), John Cutland (JC), Brian Lee (BL), Steve Blick (SB), Mike Webb (MW), James Sumner (JS), Marcus Fry (MF), Maggie Tyrrell (MT) (SGC), Mrs Chris Casey (Community Governor St Helen's School) Graham Smith (Clerk)

**1. Apologies for Absence**

Cllrs Ann Wilkins (AW), Phil Squires (PS), Shirley Holloway (SGC)

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Mr George Johnson

Mr Johnson brought to councils attention concerns relating to the speed of coaches travelling to Marlwood School via Greenhill Road.

**130715-1** – 1. Investigate previous correspondence/communications with Coach company.  
2. Check Weight limit restrictions on Greenhill Road 3. Check Signage on Greenhill Road.

**Action to Clerk**

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

5.1. Parish Council meeting of Monday 17<sup>th</sup> June 2013: -

**13.019 Resolved:** The minutes of the Parish Council meeting of Monday 17<sup>th</sup> June 2013 were accepted and signed by the chairman.

**6. Recommendations from Committees**

6.1. **Planning** (Meetings 17<sup>th</sup> June, 1<sup>st</sup> July) – BL reported as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces**

(No meeting)

6.3. **Footpaths & Allotments** – (No meeting) – Clerk reported that an Allotment inspection had taken place on Wednesday 10<sup>th</sup> July and that the allotments were in most cases looking very good. Overgrowth at the Allotments boundaries were highlighted to the AAA as was the future control of trees in the area. Access to allotments from adjoining houses was raised and letters are being prepared to those concerned.

**130715-2** – To discuss with the Footpaths and Allotments committee the future strategy relating to the control of trees within the allotment area.

**Action to Clerk**

TH raised motion to approve formal notices served by Clerk to allotment plot holders 1, 20 & 21 and recommended in future the Clerk is given approval to serve such notices with consultation from the Chairman and AAA and to be communicated under AOB at Parish Council Meetings.

**13.020 Resolved:** Formal notices were approved by the committee. Clerk granted approval to serve notice to allotment holders after consultation with FP & Allotment chairman and AAA.

- 6.4. **Finance and General Purposes** - (Meeting 1<sup>st</sup> July) TH reported on the meeting as in the minutes dated 1<sup>st</sup> July and requested that the committee approve the £250 spend to commission the zip wire and receive approval to spend additional amounts on parts if necessary.

**13.021 Resolved:** Approval to commission zip wire. Any additional cost for parts (within reason) to be approved by TH or PS.

## 7. Representatives Reports

### 7.1. Police Matters

None

### 7.2. South Gloucestershire Council

Cllr Maggie Tyrrell reported :-

Wolfridge Ride road surface has been patched as a precursor to being resurfaced.

SGC are continuing to endeavour to create further cuts as their budgets continue to be cut over the next five years. (TH) raised issues relating to StreetCare/Special expenses (action point–130617-1) and MT requested further information relating to the Councils concerns.

**130715-3** – Clerk to meet (MT) with maps and correspondence to explain in detail the concerns of the Council. **Action to Clerk**

(BL) reported issues raised by residents adjacent to Natural Choice Nurseries relating to PT/13/2172/RVC and requested that this planning application be “Called In”.

### 7.3. St Helen’s School Community Governor’s Report

1. Jon Cooke, the Head, has resigned and is retiring with effect from the end of December 2013. The process for interviewing and recruiting a new Head has commenced. Over three days, seventeen potential candidates, have been shown around the school. I am not taking part in the recruitment process, due to holiday commitments, so I volunteered to represent the Governing Body on the trips round the school. The feedback from the candidates on the days was very positive. Applications have now closed for the Headship and the Chair of Governors believes we have a very strong field with quite varied applicants. She is confident that the Governors will be able to appoint in the autumn term.
2. Interviews will take place early in the autumn term with a view to a prompt selection so that the candidate can give a full term’s notice, overlap with Jon before his departure for some continuity and commence in position January 2014.
3. The Governing Body is now nearly up to full strength. Anne Straw is the new Chair of Governors. She has a child in Early Years. She is a Project Manager with MoD Abbeywood and is already applying her organisational skills to enhance the structure and responsibilities of the Governing Board. A new parent governor has been recently elected, Mrs Rolle and again very recently a Foundation Governor has resigned. This vacancy will be advertised by Dave Pole in next month’s Helmet. If any of you know any likely candidates please urge them to talk to Dave and apply. The Governing Board has undertaken a skills audit and two full training sessions. One on roles and responsibilities and one on the important topic of schools data handling.
4. The Strategic Action Group is still meeting very regularly to address the issues raised in the recent Ofsted report. The recent HMI visit was very positive regarding the school’s Action Plan to address the issues raised by the Ofsted inspection. There is a full Governing Board meeting this Wednesday when there will be further updates on all these issues.

5. I continue to attend school on a weekly basis to help with reading which I really enjoy and would recommend to anyone who wanted to volunteer – more help is needed. I also regularly attend a number of Class Assemblies. Last week I went on an outing with the whole of the Early Years section to Noah's Ark Farm. The behaviour of the youngsters was a real plus. I had six children for the day and had no discipline problems whatsoever – we enjoyed the animals, the very bumpy tractor ride, the workshops and the sun. I continue to attend regular training sessions for Governors with a recent emphasis on data handling (two courses in addition to the one mentioned above). This is so that the Governing Board has the skills to ask challenging questions of the school to encourage and support improvement at all levels.
6. I am also involved with a small gardening project in the school grounds to tidy up an area by the Early Years playground. This is led by one of the other Governors but I am giving her a bit of support and liaising with the village gardening experts through the good auspices of the Community Forum. We have involved Almondsbury Garden Centre. They are just in the process of drawing up a couple of schemes for us to consider. We have no money to expend on this and A G C know this but are nevertheless being very supportive. They came to school last week to look more closely at the site before drawing up the plans and planting scheme. At a minimum they will offer us matched funding. We hope to get this started in the holidays.

#### 7.4. **Jubilee Hall**

BL reported that Solicitors are preparing costs relating to the Youth Centre Car Park and will report with further information as and when they are received.

#### 7.5. **Youth Centre**

None

#### 7.6. **Alveston Trust**

None

#### 7.7. **Safer Stronger Community Group**

BL reported that Litter busters have just celebrated their 5<sup>th</sup> Anniversary with a BBQ and to expect to see a forthcoming article in the Thornbury Gazette.

The Parish Council express a vote of thanks to Shirley Whyte and all "Litterbusters" for their efforts over the past five years and recognise their hard work and contribution to the community.

### **8. Community Forum**

A Barn Dance is to take place at St Helens School on the 31<sup>st</sup> August to raise funds toward the cost of the Defibrillator.

There will be no village of the year competition taking place this year.

### **9. Correspondence**

#### 9.1. **Correspondence for Information**

A list of correspondence received is available from the Parish office.

#### 9.2. **Correspondence for Action**

None

**10. Authorisation of Payments**

## 10.1. Payments.

10.1.1. Payments authorised at the F&GP meeting 1<sup>st</sup> July

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Brian Lee and Marcus Fry

Details	Chq. no	£
Digger & Driver – Allotment Pathway	2286	180.00
Work to Greenhill Parade Notice Board	2287	352.00
Clerk Expenses–Mileage & Stationery	2288	19.91
Invoice 1124 – Grounds Maintenance	2289	1038.20
Total Expenditure		1590.11

## 10.1.2. Payments authorised by Cllrs John Cutland and Steve Blick

Details	Chq. no	£
Cemetery Rates	DD	55.00
Holiday Cover	2290	144.70
External Audit	2291	360.00
Allotment Track way infill	2292	374.40
Photocopies	2293	24.94
Tax & NI Payments	2294	1319.68
Business Broadband	2295	26.40
Clerk Salary & Mileage	2296	1172.11
Salary – Inspections	2297	178.50
Salary – Cemetery caretaker	2298	88.39
Total Expenditure		3744.12

**10.2. Income Received**

## 10.2.1. Recent Receipts

Details	Chq. no	£
None		

**13.020 Resolved:** That all receipts and payments presented to the PC meeting on 15<sup>th</sup> July 2013 were accepted.

## 11. Any Other Business

11.1. Zip Wire – Due to accidents and incidents in recent years concerning school pupils during the period of summer examinations and the resultant cost to the council the committee discussed and concluded:-

**13.021 Resolved:** The Zip wire shall be decommissioned during the period of school examinations.

11.2. 2013/2014 - Meeting Dates

The meeting dates for 2014 were distributed and approved.

11.3. Clerk expressed concern with regard to the abundance of advertising posters relating to a circus performance recently held in Thornbury. These have been removed from bus shelters by council staff however many remain in the area displayed on telegraph poles and lamp posts.

**130715-4** – A concerted effort to remove posters. **Action to Clerk & Committee Members**

11.4. **130715-5** – Are playing field users invited to PF & OS meeting on 3<sup>rd</sup> November?

**Action to PF & OS committee**

11.5. MT advised council that capital remains available from the Merlin House Sales for investment in park play equipment; however it should be noted that no money is available for on-going maintenance. SG Council will fund investment of £10,000 for a basketball hoop and hard standing or any other park equipment as required.

**130715-6** – To discuss the best use of the above offer.

**Action to PF & OS Committee**

11.6. Due to the extreme growing weather BL raised concerns to MT over bushes obscuring road signs in the area and asked if this was the responsibility of SG Streetcare. MT confirmed that this was being addressed.

11.7. The Parish Council remains one councillor short and action is to be taken to address this.

**130715-7** – Clerk to look into officially how this is to be resolved and to place advertisement into Helmet and Parish notice boards.

**Action to Clerk**

Meeting closed at 8.50pm.

**The next Council Meeting is on  
Monday August 19th 2013 in the Jubilee Hall**