

**Minutes of the Parish Council Meeting  
Held on 18<sup>th</sup> November 2013 at 7.30pm in the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), John Cutland (JC), Mike Webb (MW), James Sumner (JS), Ann Wilkins (AW), Phil Squires (PS), Steve Blick (SB), Shirley Holloway (SH) (SGC)  
Graham Smith (Clerk)

**1. Apologies for Absence**

Maggie Tyrrell (MT)

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

None

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

5.1. Parish Council meeting of Monday 21<sup>st</sup> October 2013: -

***13.043 Resolved: The minutes of the Parish Council meeting of Monday 21<sup>st</sup> October 2013 were accepted and signed by the chairman.***

Priorities were set on all current Parish Council actions described on the Action List.

**6. Recommendations from Committees**

6.1. **Planning** (Meetings 21<sup>st</sup> October, 4<sup>th</sup> November) – (MW) reported as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** (Meeting 4<sup>th</sup> November) - (PS) reported as detailed within the Playing Fields & Open spaces meeting minutes.

Four out of the Six Grounds Maintenance Tender Documents that were sent out had been returned by the specified deadline of 12noon 18<sup>th</sup> November 2013. (TH) highlighted that these were sealed and confidential documents which are required to be opened by three committee members in a confidential session.

***13.044 Resolved: The Grounds Maintenance Tender Documents will be opened at 14.00PM on Wednesday 20<sup>th</sup> November 2013 by (AP), (TH), (PS), - (Clerk) present.***

6.3. **Footpaths & Allotments** – (No meetings) – (MF) reported that a meeting was held with the Footpaths user group on the evening of 11<sup>th</sup> November of which Fifteen members attended. Clarification was sought and discussed with regard to the role of the foot path wardens, reporting processes, how new wardens may be recruited, literature, and promotional activity.

6.4. **Finance and General Purposes** - (Meeting 4<sup>th</sup> November) (TH) reported on the meeting as in the minutes dated 4<sup>th</sup> November and requested that the committee approve: Grant Aid as resolved.

The committee recommends that the Parish Council makes the following Grant Aid awards for year ending 31-March-2014

Thornbury & District Stroke Support Group - £200  
Youth Centre - £250  
Citizen's Advice Bureau - £200  
Marlwood School - £50  
Helmet - £250

Royal British Legion - £75 (previously approved)

(TH) reiterated to the committee that no applications were to be considered beyond the closing date with the exception of the Helmet in consideration of the committees' continual use of the Helmet as a conduit of communication and the means by which Public Consultations can take place. The committee considered that in view of a new person being involved with the Helmet not being aware of the grant application deadlines an exception should be made in this case. This action was proposed by (AP) and seconded by (TH) and voted unanimously by the committee.

**13.045 Resolved: The Council adopt the Grand aid as recommended by the Finance & General Purpose committee (Resolution 13.040) and that the Grant Application for 2013/14 is now closed.**

## 7. Representatives Reports

### 7.1. Police Matters

Clerk reported that a meeting had been held with PC3937 Shaun White at the Alveston Beat Surgery held at the Ship Hotel at 11AM on the 8<sup>th</sup> November attended by (AP) & (Clerk). PC White reported that PC Tony Blackmore was due off sick leave by December and will return to his position as Alveston beat officer from this date forward.

There were no further issues to report.

### 7.2. South Gloucestershire Council

Cllr Shirley Holloway reported: - That a Youth Club "Crunch" based at Turnburries in Thornbury was proving to be exceptionally popular with thanks to effective organisation and behind the scenes work relating to Insurance, Paperwork, Risk Assessments and Health and Safety measures. The committee were reminded that the Alveston Youth Club had similar issues with regard to administration and informed the committee that the organisers of "Crunch" would consider organising similar youth clubs in the area. (PS) commented that the Community Forum were fully supportive of the Youth Club but found that the weight of responsibility relating to administration arduous and that "Crunch" may be an answer to issues relating to Alveston Youth Club. (PS) will discuss this development with Elaine Lee. (AP) offered to write a letter to Elaine Lee offering support from the Parish Council.

**131118-1 – (PS) to discuss "Crunch" with Elaine Lee and how this may relate to Alveston Youth Club. (AP) to write a letter to Elaine Lee offering support from the Parish Council.  
Action to (PS) & (AP)**

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

None

### 7.4. Other Representative Reports

None

### 7.5. Jubilee Hall

Daphne Brown had resigned as Chair of the Jubilee Hall Management Committee with Brian Lee currently acting as caretaker Chair.

### 7.6. Youth Centre

Next meeting is on Monday 25<sup>th</sup> November.

### 7.7. Alveston Trust

(JC) produced an application form for the Registration for Funding.

7.8. **Safer Stronger Community Group**

None

**8. Community Forum**

No further meetings are scheduled before the AGM on Wednesday 5<sup>th</sup> March 2014. (PS) stated that the Community Forum requires new members. The forum is comprised of a small nucleus of people who are involved with every aspect of the Community Forum and the workload is becoming too much for many of its members. The forum requires working groups for its projects which, for example, the Alveston Parade working group worked well.

The defib fund is performing exceptionally well, details of which can be found in the November issue of the Helmet. This project has attracted a large amount of support and it was requested that a Parish Council member step in to assist.

**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 4<sup>th</sup> November  
NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters and Terry Hunt

Details	Chq. no	£
Grounds Maintenance Contract	2333	1038.20
Clerk Expenses	2334	43.43
Total Expenditure		£1081.63

## 10.1.2. Payments authorised by Cllrs Mike Webb and Steve Blick

Details	Chq. no	£
Cemetery Rates	DD	55.00
Dog Bin Empty (8 weeks @ £9.18)	2335	88.13
Litter Bin Empty (2 month @ £27.54)	2336	66.10
Photocopies & printing	2337	15.59
Supply, The Loans (Allotments)	2338	71.90
Supply, Jubilee Hall Playing Field.	2339	27.80
Broadband Supply	2340	26.40
Annual Playground Inspection	2341	156.00

Details	Chq. no	£
Room Hire	2342	23.05
Monthly Salary - Cemetery	2343	91.57
Monthly Salary – PF & OS	2344	176.30
Monthly Salary / Mileage / Stationery	2345	1185.45
Total expenditure		£1983.29

## 10.2. Income Received

### 10.2.1. Recent Receipts

Details	Chq. no	£
Precept payments SG Council (2013)	N/A	24383.00
Interest	N/A	1.95
Alveston CC – Pitch Hire 2013 season	Inc2248	500.00
Total Receipts		£24884.95

**13.046 Resolved: That all receipts and payments presented to the PC meeting on 18<sup>th</sup> November 2013 were accepted.**

## 11. Any Other Business

- 11.1. (MF) raised concerns with regard to safety of litter pickers whilst removing litter from road side verges which are not paved and suggested the need for briefing prior to each litter pick. (Particular reference was drawn to litter pickers observed on Thornbury Hill).
- 11.2. (AW) raised concerns with regard to severe traffic congestion during unexpected periods of M5 closure. The fact that the synchronising of traffic lights geared to alleviate such congestion is not altered making the situation all the worse. (SH) stated that this is the responsibility of SG Council traffic management and should be made aware of these issues.

**131118-2 – Concerns relating to traffic congestion to be raised with SG traffic management and reported back.**

**Action to (AW) & (JS)**

- 11.3. (TH) had raised concerns relating to Eurocoaches using Davids Lane as a short cut to Marlwood School. (Clerk) had spoken to Eurocoaches prior to meeting and (TH) reported that the issue appears to be resolved.
- 11.4. (Clerk) raised concerns with regard to when to take holiday entitlement and how this would affect the working of the council committee meetings. It was agreed that the council would work with short agendas should holiday be taken at this point of time and that notes will be taken by councillors should the Clerk be on annual leave on the day of a meeting. It was requested that the Clerk try not to take holiday when a full council meeting is diarised.
- 11.5. It was agreed that the Council do not send Christmas cards.

Meeting closed at 8.55pm.

**The next Council Meeting is on  
Monday December 16<sup>th</sup> 2013 in the Jubilee Hall**