

**Minutes of the Parish Council Meeting  
Held on 21<sup>st</sup> July 2014 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), Marcus Fry (MF), Steve Blick (SB), James Sumner (JS), Paul Caddick (PC), Shirley Holloway (SH) (SGC).  
Graham Smith (Clerk)

**1. Apologies for Absence**

Mike Webb (MW), Maggie Tyrrell (MT), PC Tony Blackmore, PC Sean White, Chris Casey (CC)

**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. Acceptance & signature of minutes for Parish Council Meeting 16<sup>th</sup> June 2014

**14.032 Resolved:** The minutes of the Parish Council meeting of Monday 16<sup>th</sup> June 2014 were accepted and signed by the chairman.

5.2. Outstanding Actions: None

5.3. Matters Arising: (SB) raised concerns relating to the drainage at Wolfridge Ride and how debris from the adjacent footpath is washed into drains during heavy or prolonged bouts of rainfall causing blockages. Local residents are currently ensuring whenever possible that the footpath remains clear of debris hence temporarily resolving the issue but requested that (SH) clarify SGC role relating to the maintenance of the footpath in question.

**6. Review and Recommendations from Committees:-**

6.1. **Planning** (Meeting 16<sup>th</sup> June & 7<sup>th</sup> July) – In the absence of Cllr Mike Webb no report was given. (AP) raised concerns relating to the process adopted by SGC relating to the issue of a certificate of lawfulness which is currently out to public consultation (ref planning meeting 21<sup>st</sup> July item 5 – 82 Gloucester Rd.) being that the onus is upon residents / PC to disprove the statements given by the property owner that a business has been operating from the premises for the past 10 years.

6.2. **Playing Fields & Open Spaces** (No meeting) – (JS) reported that a review of options relating to play equipment will be undertaken during August and will be considered at the PF & OS meeting in September.

6.3. **Footpaths & Allotments** – (No meeting) – Cllr Marcus Fry

(MF) reported that he and (PC) had carried out an allotment inspection prior to the Parish Council meeting. The allotments were looking neat, tidy and there were no major issues to report.

(MF) reported that to date three meetings had been held relating to the production of a community "Footpath Calendar". (Clerk) had produced a business plan to analyse the optimum print run, price points and risk to the PC and recommended that a minimum of 4 sponsors at £50 per sponsor was required with an uptake of 25 calendars (sold at cost price) to each community group involved. (MF) asked council to approve £700 for a float to assist with cash flow. (AP) appreciated the idea and efforts undertaken to date but was concerned that feedback from community groups had not yet been undertaken and recommended that this was completed prior to the PC giving approval for the release of finances.

- 6.4. **Finance and General Purposes** - (Meeting 7th July) – (TH) reported as detailed within the Finance & General Purposes meeting minutes.

Approval for emergency repair to fence: (TH) proposed that the Parish Council approve resolution 14.028 of the F & GP committee relating to spending the sum of £201.60 to York Fencing for urgent repairs to the vandalised fence at the Cross Hands play area. (JS) seconded.

**14.033 Resolved:** The Parish Council approve spending the sum of £201.60 to York Fencing for urgent repairs to the vandalised fence at the Cross Hands play area.

Repeal of Section 150: (TH) proposed that the Parish Council approve resolution 14030 of the F & GP committee relating to retaining the status quo with regard to the two signature requirement for the release of council monies and to review the situation next year. (AP) seconded.

**14.034 Resolved:** The Parish Council approve retaining the status quo with regard to the two signature requirement for the release of council monies and to review the situation next year.

Alveston Parish Council Finance Regulations: (TH) proposed that the Parish Council approve resolution 14031 of the F & GP committee relating to retaining the APC Financial Regulations as is with no amendments. (AP) seconded.

**14.035 Resolved:** The Parish Council approve the Finance Regulations remain unaltered for the coming year 2014/15.

Councillor details on the Alveston.org website: (TH) proposed that the Parish Council approve action P140707 – 02 of the F & GP committee for (Clerk) to organise the removal of all councillor personal details from the Alveston.org website until the full council is able to discuss in detail. (SB) seconded.

**14.036 Resolved:** The Parish Council approve the removal of all councillor personal details from the Alveston.org website until the PC meets to discuss in further detail.

## 7. Representatives Reports

- 7.1. **Police Matters** – Report presented by (Clerk) in the absence of PC Tony Blackmore.

### June:

21st - Attempt burglary, damage to window by a sharp implement, alarm then activated, entry not gained.

25th – Cyclist knocked off bike by a car on Thornbury Hill, no injuries to rider, bike damaged.

26th – Two calls in Alveston about possible rogue traders doing cold calling. Officers attended and stop searched two males, details checked and moved on from area.

26th – A car crashed in to a wall and was left on its side on Vattlingstone Lane. Driver not injured.

Several calls over the past month about a female shouting, swearing and being a nuisance around Down Road and Thornbury Hill area, local Police aware and dealing, female has been given eviction notice and will be leaving Alveston in a couple of weeks.

### July:

9th – Attempt burglary, A38 Alveston to a residential property, two males were disturbed by occupant and ran off. A tool mark was left on rear door. The area was searched with no trace of offenders.

10th – Burglary to residential property, The Street. Window forced open, house searched, computer, sat nav, cash and jewellery stolen. Enquiries ongoing.

16th- A male causing ongoing nuisance behaviour around the Ship Inn/Premier Inn areas. Local Police aware and dealing, male being evicted soon from Alveston.

Next Alveston Beat Surgery is to be held at the Ship Inn between 11:00-12:00 on Thurs 24th July.

Next SSCG is to be held at 7:30pm on Wed 30th July at the Alveston Methodist Church Hall.

7.2. **South Gloucestershire Council** – Shirley Holloway reported  
Nothing to report.

7.3. **St Helens School** – Chris Casey was not available to present report

7.4. **Other Representative Reports**

(MF) informed councillors that he and (SB) had attended a presentation by SGC on “The future effects of climate change” and recognised the fact that attendees were not aware of issues involved. The message gained from attending the meeting is that individuals and the community will need to adopt their own emergency action plans as in future less reliance can be placed upon the local council to resolve problems which may arise. (For example: Individuals to adopt an action plan for excessive snow which has not been cleared from roads).

**PC140721-1:** Add to list for informal discussion, “PC role and responsibilities in the event of severe weather conditions”.

**Action to Clerk**

7.5. **Jubilee Hall**  
None

7.6. **Youth Centre**  
None

7.7. **Alveston Community Forum**  
None

7.8. **Alveston Trust**  
None

## 8. Website

(JS) reported that he and (Clerk) had met with the Website developers (Cromhall Media) and held a meeting with the website sub-committee. The advice given by Cromhall Media was to aim to reach objectives by steps as opposed to an “all at once” strategy. (JS) requested that at the initial stages the PC needs to focus upon; how to encourage people to click through to the PC section of the website and keeping the website live and active and encourages all committee members to look to add content (via (Clerk)).

**PC140721-2:** (Clerk) to liaise with Cromhall Media with regard to advancing the initial stages of the strategy.

**Action to Clerk**

(Clerk) advised councillors with regard to resolution 14036 (The Parish Council approve the removal of all councillor personal details from the Alveston.org website until the PC meets to discuss in further detail) that resolutions made relating to this action will be required to be included as an adjustment within the APC Parish Publication Scheme. (AP) recommended that all formal communication to councillors from residents should be made through the Clerk and as such it is not necessary to place councillor contact details on the website. (JS) recommended that names and photos remain. (AP) proposed that personal details of councillors be removed (SB) seconded.

**14.037 Resolved:** The Parish Council approve the removal of all councillor personal details from the Alveston.org website.

## 9. Policy Documents

Parish Publication Scheme: Further to resolution 14.037 (AP) proposes the amendment to the Parish Publication Scheme page 5 “**named contacts where possible with telephone number and email address (if used)**” to delete (SB) second.

**14.038 Resolved:** The Parish Council approve the amendment to the Parish Publication scheme to delete “named contacts where possible with telephone number and email address (if used)” (page 5).

## 10. SGC Consultation – Community Composting Sites

(SH) informed councillors that the proposal to close the community composting site in Thornbury is due to the necessity for SGC to save on expenditure. However, the issues are complex and the volunteers who work hard to keep the site in order are resolved to work with the council to seek options to keep the composting site open. SGC will need to spend £120,000 renewing vehicles should the site remain open. Currently much of the green waste at the composting site is being removed and taken to Yate for process however, the Composting site volunteers may be able to organise their own vehicle at a cost of £15,000 PA. The resulting compost is likely to fetch £6,000 per annum which will leave a shortfall of £9,000 which could possibly be funded through a grant.

The composting site is very well used; so much so that the volunteers regularly fall behind. It is likely that the site may be closed for two weeks in the near future to afford the opportunity for volunteers to clear the back log.

(MF) commented that this is an excellent community asset and every effort should be made to keep the composting site open particularly in light of the recent green waste bin charges. (AP) stated that in answer to the South Gloucestershire Consultation on the future of community composting sites that APC urge SGC and volunteers to endeavour to find a solution in order to keep the site in Thornbury open. (TH) proposed (SB) seconded

**PC140721-3:** Write to SGC to reply to the South Gloucestershire Consultation on the future of community composting sites that APC urge SGC and volunteers to endeavour to find a solution in order to keep the site in Thornbury open.

**Action to Clerk**

## 11. Correspondence

### 11.1. Correspondence for Information

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

### 11.2. Correspondence for Discussion / Action

None

## 12. Authorisation of Payments

### 12.1. Payments.

#### 12.1.1. Payments authorised at the F&GP meeting 7<sup>th</sup> July

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters & Marcus Fry

Details	Chq. no	£
Grounds Maintenance Contract - June	2435	1176.20
Building Repair – Field Store	2436	744.00
External Audit	2437	360.00
Broadband Usage	2438	26.40
Cemetery Rates	DD	57.00

Details	Chq. no	£
Cemetery Cover / Bus Shelter Clean	2439	99.28
Repairs to Vandalised Fence	2440	201.60
Tax & NI Payments 04/14 – 06/14	2441	673.73
Total Payments		£3,338.21

12.1.2. Payments authorised by Cllrs James Sumner & Paul Caddick

Details	Chq. no	£
Photocopy & Printing	2442	11.40
Holiday Cover	2443	110.42
Monthly Salary	2444	89.93
Monthly Salary	2445	169.10
Monthly Salary/Mileage/Expenses	2446	1288.30
Total expenditure		£1,669.15

## 12.2. Income Received

### 12.2.1. Recent Receipts

Details	Chq. no	£
Allotment Rent – Half Plot 28B	Inc2346	16.50
Allotment Rent – Half Plot 28A	Inc2347	16.50
Total Receipts		£33.00

**14.039 Resolved:** That all receipts and payments presented to the PC meeting on 21<sup>st</sup> July 2014 were accepted.

## 13. Any Other Business

- 13.1. (SB) enquired whether the Parish Plan was up to date. (AP) stated that there would be considerable effort and cost with regard to updating the Parish Plan and as the PC is short of councillors it would not be appropriate to pursue this request at this moment in time.
- 13.2. (SB) suggested that a running track be placed at the perimeter of the Jubilee Field. (Clerk) stated that room for a track would be very tight and cost considerations considerable. (AP) recommended that this action to be taken to the PF & OP committee for investigation and review.

**PC140721-4:** Add to the agenda for the PF & OS committee and investigate the feasibility of installing a running track around the Jubilee Field.

**Action to Clerk**

- 13.3. (AP) reported that a meeting had taken place with Les Forrest to discuss the lease of the Jubilee Hall car park with the view as to how and under what conditions will the PC consider renewing the lease. (AP) stated that the PC may wish to consider renewing the lease if the JHMC agree to pay all associated legal fees.
- 13.4. (Clerk) reminded (SH) of an email forwarded the previous week relating to fly posting which had taken place around the Alveston and Rudgeway area relating to the travelling circus in Thornbury. (SH) informed the PC that this would be investigated.

Meeting closed at 9.00 pm.

**The next Council Meeting is on  
Monday September 15<sup>th</sup> 2014 at the Jubilee Hall**