

**Minutes of the Parish Council Meeting
Held on 15th September 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), Chris Casey (CC).
Graham Smith (Clerk)

1. Apologies for Absence

Mike Webb (MW), Maggie Tyrrell (MT) (SGC), Shirley Holloway (SH) (SGC), PC Tony Blackmore, PC Sean White,

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 21st July 2014

14.049 Resolved: The minutes of the Parish Council meeting of Monday 21st July 2014 were accepted and signed by the chairman.

5.2. Matters Arising: None

5.3. Outstanding Actions:

5.3.1 (Clerk) reported that the third quotation for the registration of PC land had been obtained and solicitors were being instructed to act for the PC in this matter (Resolution 14040).

5.3.2 The overgrown hedge (which is the responsibility of the Management Company at Courville Close) continues to cause concern with parish residents. Clerk informed councillors that he would endeavour to contact management to insist that the hedge in question be trimmed back.

6. Review and Recommendations from Committees:-

6.1. **Planning** (Meeting 21st July & 1st September) – In the absence of Cllr Mike Webb no report was given.

(PC) noted that PT14/2846/F – 17 Stoney Stile Road, had been refused and that PT14/2605/CLE – Certificate of Lawfulness for 82 Gloucester Road had been approved.

(Clerk) reported that with regard to the Moto trial bike racing at 40 Acre Lane that he had received an email from PC Tony Blackmore stating that Environmental Services from South Glos Council have replied advising that a Mike Doran is aware and keeping an eye on it and if there are further complaints then these should be reported as noise complaints to South Glos Council.

6.2. **Playing Fields & Open Spaces** (Meeting - 1st September) – (JS) reported that a review of options relating to play equipment for the Cross Hands play area had been undertaken and three quotations had been obtained. It had been hoped that these could be presented to (SH) at this meeting. (Clerk) informed councillors that he will contact (SH). (AP) proposed that the Parish Council submit to (SH) a formal application for Merlin Housing funding for 3 additional pieces of play equipment for the Cross Hands play area. (TH) seconded the motion.

14.050 Resolved: Parish Council to submit to (SH) a formal application for Merlin Housing funding for 3 additional pieces of play equipment for the Cross hands play area.

PC140915-1: To submit to (SH) a formal application for Merlin Housing funds to secure finance for the play equipment at the Cross Hands play area.

Action to Clerk

The action to obtain quotations for the shrubs / plants for the infill of the vacant areas surrounding the entrance to the cemetery is underway and details will be reported to the F & GP committee at the next meeting on 6th October 2014.

6.3. **Footpaths & Allotments** – (Meeting 1st September) – Cllr Marcus Fry

(MF) reported that good progress has been made with the production of the Alveston Footpath Walking Calendar. There are seven community groups involved and five commercial businesses. As calendar publishing will be processed online it is necessary that he (MF) use a credit card to make payments and claim back to Parish Council as an expense. To date £250 has been received from business and £100 has been promised from the Parish Council footpath initiative budget. Alveston Allotments Association have committed to purchase 39 calendars as have the Community Forum for sale at the Christmas Parade. St Helen's Primary School have also agreed to sell calendars.

(TH) reported that he saw and spoken to George Johnson whilst progressing with the bus shelter clean.

(TH) raised an issue with the standard of the edges of the grass cutting on highway adopted land and requested that (Clerk) report this to the contractor (SGC).

PC140915-2: Contact SGC to report that edges of the highways grass have not been cut.

Action to Clerk

(MF) reiterated to Council members that overhanging hedges onto pavements and footpaths should be monitored and reported as soon as possible.

6.4. **Finance and General Purposes** - (Meeting 1st September) – (TH) reported as detailed within the Finance & General Purposes meeting minutes.

1.1. **Approval for Footpath Calendar Initiative:** (MF) proposed that the Parish Council approve resolution 14041 of the F & GP committee that £100 of the F & A budget be allocated to the calendar project. (AP) seconded motion and all Cllrs votes were in favour.

14.051 Resolved: The Parish Council approve £100 of the F & A budget be allocated to the calendar project.

Approval to Proceed with Crossman's Solicitors: (TH) proposed that the Parish Council approve resolution 14040 of the F & GP committee relating to instructing Crossman's to proceed with the land registration at a cost of £350 plus Land Registry Fees. (JS) seconded and all councillors were in favour.

14.052 Resolved: The Parish Council approve instructing Crossman's to proceed with the land registration at a cost of £350 plus Land Registry Fees.

Alveston Parish Council Poppy Appeal Donation: (TH) proposed that the Parish Council approve resolution 14043 of the F & GP committee relating to donating £75 to the RBL Poppy appeal. (AP) seconded and all councillors were in favour.

14.053 Resolved: The Parish Council approve resolution 14044 of the F & GP committee to donate £75 to the RBL Poppy appeal.

SLCC National Conference: (TH) proposed that the Parish Council approve resolution 14044 of the F & GP committee to fund the cost of £69.00 plus VAT for (Clerk) to attend SLCC National Conference. (PC) seconded and all councillors were in favour.

14.054 Resolved: The Parish Council approve resolution 14044 of the F & GP committee to fund the cost of £69.00 plus VAT for (Clerk) to attend SLCC National Conference.

7. Representatives Reports

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

July:

22nd – A computer was stolen from an address in Rudgeway, home is accessed by many carers and a large family, enquiries are ongoing.

22nd – An outbuilding used as an office was broken in to by forcing a window, two computers were stolen, crime scenes did get some partial prints from the scene.

26th – A petrol lawnmower was stolen from a shed on Greenhill, a lock was broken off, unfortunately, nothing seen or heard and no scope for crime scenes.

August:

7th – A leaf blower was stolen from a van parked on Quarry Road, a workman was unloading tools from his van and noticed the blower missing, nobody seen acting suspiciously nearby, nothing seen by residents.

9th – A high value racing bike was stolen from an open garage in Rudgeway, resident left the door open for some time and noticed the bike missing later in the day, no scope for house to house enquiries and no Cctv in the area.

19th – A male who had been seen acting suspiciously in Thornbury was followed by Police on a bus to Alveston where he made off on foot, being pursued through gardens, he was eventually caught and arrested on Church Road in Rudgeway for several thefts and burglaries in Thornbury.

September:

3rd – An elderly resident discovered approx. £60 cash missing from a property on Quarry Road, no burglary took place, however enquiries are ongoing as to where the cash has gone.

7.2. South Gloucestershire Council – Report presented by (Clerk) in the absence of (SH) & (MT)

Steve Webb has been lobbied by some Alveston residents regarding reducing traffic speed on Greenhill Rd. (MT) suggested that if they want reduced speed limits and a pedestrian crossing it would be useful if they had the support of the Parish Council. It is fairly straightforward to request a crossing in the vicinity of the shops and this would then be subject to the usual officer advice, consultation etc. Reduced speed limits are a little more difficult and it would be unlikely that a 20mph restriction would be considered on a through route such as Greenhill Rd unless it were part of a comprehensive scheme covering all the residential roads, which would need strong PC and residents support. If the village wanted such a zone the Area Forum would have to be asked for funding. (MT) would only feel inclined to initiate this if the PC would fully support it.

(MT) had received a plan from officers which suggest traffic calming speed tables near St Helen's School to address the specific problems there. So far only (SH), (MT), SGC officers and the school have been involved in trying to find a solution to the speed of traffic coming off the A38 and the parking problems. Nothing will happen until and unless the Area Forum agrees to fund the next stage (including consultation) out of the budget that will become available in April 2015.

At the last Area Forum the scheme for yellow lines around the corners of Courville Close and along Davids Lane opposite the Alveston House Hotel was discussed. After listening to the various

arguments put forward by residents it was decided to confine yellow lines to the corners where there are currently white lines.

(TH) (Having worked on traffic calming schemes), stated that a 20mph limit cannot be enforced. (AP) commented that a considerable amount of effort would be required from all councillors to put a coherent plan into place and would require significant support from residents. (TH) recommended that district councillors pursue this issue.

(PC) concerned with the speed of traffic at Greenhill Road questioned whether a record of traffic speed could be gathered. (TH) recommended that speed monitor lines placed on the road would be the best way to gather such information and for (Clerk) to ask (SH) how to go about placing traffic speed monitor lines on the road?

PC140915-3: Contact (SH) to request traffic speed monitoring on Greenhill Road.

Action to Clerk

7.3. **St Helens School** – Report presented by Chris Casey.

There are now 5 new members of staff; a new Deputy Head and new class teachers for Classes 1, 3, 4(deputy head) and 5, also a new Senco and part-time clerical assistant.

The Head used the second inset day at the beginning of term as an introduction day for all staff (lunch time supervisors, TAs, office staff and Governors). Groups worked to review the school values and to look at the aims/plans for the coming year. In the afternoon the staff and some Governors carried out an update on safeguarding training.

There will be a parent's introduction meeting tomorrow night (16th September) to meet new staff. (CC) will be in attendance with some other Governors.

An HMI inspection will probably take place this term and then an Ofsted Inspection before the 2nd anniversary of the previous Ofsted inspection (Feb 2015).

Big Write went reasonably well for a first off and sufficient entries had been received to award the prize money at the Flower Show. Class 4 had presented drawings of Alveston marketing it from a tourist point of view and these also were on display at the Youth Centre. There were 7 boys with winning entries and 1 girl which was very pleasing as the school is endeavoring to raise the level of writing particularly boy's. Photos have been taken and will go up in school subject to parental permission.

The Head has expressed a willingness to try and get the children involved in an activity for Christmas at the Parade. The school is also going to sell the Walking Calendar.

7.4. **Other Representative Reports**

None

7.5. **Jubilee Hall**

None – Meeting in October

7.6. **Youth Centre**

None

7.7. **Alveston Community Forum**

(MF) reported that a meeting had taken place where three topics were covered; Footpath Calendar, The Big Write and Christmas at the Parade.

7.8. **Alveston Trust**

None

8. Parish Council Insurance Renewal

(Clerk) presented to Cllrs three insurance quotations, two were via the insurance broker Came & Co, the other was direct with the potential insurer. (Clerk) reminded councillors that this was now the end of the three year agreement negotiated previously and Cllrs had freedom of choice. The quotations received were less than or close to the premium paid over the past three years and fall well below the insurance budget. The quotation from the insurer which does not use the services of a broker was less than that of the broker's quotations. (Clerk) reminded councillors that there had been two insurance claims during the three years that the services of the broker were being used and that these were handled exceptionally well, particularly with regard to the serious accident which had occurred on the zip wire. (SB) questioned the case for good service and recommended that Cllrs examine the quotations on price alone. (AP) & (PC) both felt that Cllrs & (Clerk) piece of mind did have a value and should be thought of as part of the cost. (Clerk) informed Cllrs that the cost of a replacement Clerk (during sickness) had been placed on the Came & Co insurance policies at no extra cost (£400 PW for maximum of 26 weeks). (TH) reminded councillors that 14.1.1. of the financial regulations allows Cllrs to accept a higher quotation if a better or more specialist service is on offer. (AP) therefore reiterated that legally any decision Cllrs make is permissible. (Clerk) reminded Cllrs that a decision had to be made at this meeting due to the current insurance expiring on 30th September 2014. (AP) recommended that "insurance matters" be brought to the F & GP committee in May 2015 in order to correlate all information and as a consequence recommends a one year term for whichever quotation is approved. (TH) proposed that the insurance would run for 1 year. (AP) seconded and all councillors were in favour.

14.055 Resolved: The renewal for insurance for 2014/15 will be for a one year term.

(MF) and (JS) agreed that as the term was for one year that the Parish council should stay with the cheapest quotation with Came & Company and (Clerk) should obtain information relating to a range of alternative options from other local Parish Clerks.

PC140915-4: Contact local Clerks to enquire about their Councils' insurance arrangements.

Action to Clerk

(AP) proposed the Parish councils insurance be renewed with Came & Co for a further one year term under 14.1.1. of the financial regulations. (PC) seconded the motion and a majority of councillors voted in favour of the motion.

14.056 Resolved: The Parish council renew insurance for 2014/15 through their broker for a one year term.

9. Correspondence

9.1. Correspondence for Information

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

9.2. Correspondence for Discussion / Action

(Clerk) had received a letter which he had distributed to all councillors (in August) with regard to ill informed decisions taken relating to the renewal of the lease on the Jubilee Hall car park. (JS) raised with councillors that the letter did not contain any new information in order for any reconsideration of any issues. (AP) informed Cllrs that a reply would be forthcoming.

10. Authorisation of Payments

10.1. Payments.

10.1.1. Payments authorised at the F&GP meeting 1st September

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters & Mike Webb

Details	Chq. no	£
Grounds Maintenance Contract - Aug	2457	1176.20
Grounds Charges & Dog Bins	2458	1281.31
Excavate plot for internment – 46	2459	75.00
Telephone Calls, Line Rental, BBand	2460	180.64
H & S Phase 2	2461	301.00
Donation – Wreath	2462	75.00
Total Payments		£3,089.15

10.1.2. Payments authorised by Cllrs James Sumner & Marcus Fry

Details	Chq. no	£
Photocopy & Printing	2463	9.65
Replacement Jacket (Wet Paint)	2464	59.99
Salary – Cemetery Caretaker	2465	89.93
Salary – Daily Inspection / Sweep	2466	295.25
Salary / Mileage / Allowance - Clerk	2467	1192.35
Remainder of Phase 2 H&S work	2468	216.00
Total Payments		£1,863.17

10.2. **Income Received**

10.2.1. Recent Receipts

Details	Chq. no	£
Gross Interest	T/Fer	2.86
Walking Calendar	T/Fer	50.00
Cross Hands Fence Repair Refund	BACS	201.60
Walking Calendar	Cash	50.00
L & J Gulwell	Inc2418	672.00
L & J Gulwell	Inc2419	142.00
Total Receipts		£1,118.46

14.057 Resolved: That all receipts and payments presented to the PC meeting on 15th September 2014 were accepted.

11. Any Other Business

11.1. (TH) requested that (Clerk) write to SGC Streetcare with regard to an uneven pavement which requires levelling.

PC140915-5: Contact SGC Streetcare re- reported uneven pavement.

Action to Clerk

Meeting closed at 9.00 pm.

**The next Council Meeting is on
Monday October 20th 2014 at the Jubilee Hall**

