

**Minutes of the Parish Council Meeting
Held on 19th January 2015 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), Maggie Tyrrell (MT)
Graham Smith (Clerk)

1. Apologies for Absence

Mike Webb (MW), Shirley Holloway (SH) (SGC), Chris Casey (CC), PC Tony Blackmore (TB), PC Sean White (SW).

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 15th December 2014

15.004 Resolved: The minutes of the Parish Council meeting of Monday 15th December 2014 were accepted and signed by the chairman.

5.2 Matters Arising:

None

5.3 Outstanding Actions:

(AP) confirmed that action F150105-1 had been completed.

(AP) recommended that action PC131021-2 be placed on the agenda for the next PC meeting.

(PC) expressed concern relating to action FP141201-01 (Place an advertisement on the website to attract new potential allotment holders to the waiting list), that an advertisement of this nature may raise expectations as respondents may expect to occupy an allotment plot immediately. (Clerk) confirmed that the advertisement would be carefully worded and a full explanation of the process will be explained to applicants and that expectations would be carefully managed.

6. Review and Recommendations from Committees:-

6.1. **Planning** (Meeting 5th January) – In the absence of Cllr Mike Webb (Clerk) directed members to the Planning meeting minutes for the 5th January 2015.

6.2. **Playing Fields & Open Spaces** (no meeting)

Cllr James Sumner reported that delivery of play equipment for the Cross Hands play area would be within the month and expect installation to take place in March. (MT) confirmed that funding had been made available by South Gloucestershire Council through capital raised from the sale of Merlin Housing stock and to present the invoice to South Gloucester Council finance department via (MT).

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

Cllr Marcus Fry gave an update relating to signage on the public rights of way and also confirmed that land owners had been positive in ensuring public rights of way were made distinctive.

A meeting had been arranged for Wednesday 21st January in the Methodist Hall for interested parties to discuss; monitoring of the calendar footpaths, footprints walking group/ activities

throughout the year, ideas to promote the walks, 2015 calendar overview & 2016 calendar options & inter parish walks.

(JS) recommended that the committee consider how to encourage youngsters (schools) to utilise the footpaths and suggested allocating footpaths recommended for young users and/or push chair friendly. (AP) recommended that pre-school children should also be considered.

(MF) confirmed that the F&A committee would also focus on and look to promote activities for young people to include ideas such as "Treasure Hunt Trail" & "Geocaching". (Clerk) recommended that this be placed upon the agenda for the next F & A committee meeting.

PC150119-01: Place discussions to promote activities for young people including ideas such as "Treasure Hunt Trail" & "Geocaching" on the Agenda for F & A committee meeting dated 2nd March 2015.

Action to Clerk

- 6.4. **Finance and General Purposes** - (Meeting 5th January) – Cllr Terry Hunt reported as detailed within the Finance & General Purposes meeting minutes.

(TH) requested that the Parish Council approve resolution 15.003. The key contact for the Pension Regulator to forward additional emails which will help the Parish Council to comply with duties relating to (Clerk) compulsory pension arrangements is to be (AP). (JS) seconded the motion and all councillors unanimously agreed.

15.005 Resolved: (AP) is nominated as Alveston Parish Council key contact for the Pensions Regulator.

7. Representatives Reports

- 7.1. **Police Matters** – (Clerk) presented report in the absence of PC Tony Blackmore & PC Sean White

December:

16th – Three people involved in Assault at residence on Down Road, one male arrested.

17th – Report of a Suspicious male on Down Road, one car stopped & searched, all in order.

17th – Theft of Cigarettes at Alveston Post Office, male arrested.

17th – Goats loose on Alveston Hill, rounded up by Police, returned to field!!!

18th – Tree down on power lines Hazel Lane.

20th – Criminal damage to a car in car park of Premier Inn, not covered by cctv.

21st – Assault and Criminal Damage, residence on Down Road, one male arrested.

30th – Concern for Welfare of female at Earthcott Green found by Police & returned home safely.

31st – Alarm at The Ship Inn, police attended, premises checked over false call, alarm problems.

January;

4th – Alarm at The Street, again a false activation, alarm engineer working at the address.

10th – Male arrested for possession of an offensive weapon and assault at residence on Down Road.

11th – Attempt break to a garage on Bannetts Tree Crescent, door damaged, no entry gained, nothing seen or heard by neighbours.

13th – There was an overnight burglary at Alveston Post Office, window smashed in lower front door, alarm sounded and two persons made off without stealing items. Three people later arrested in connection with this incident.

- 7.2. **South Gloucestershire Council** – Report presented by Cllr Maggie Tyrell.

Currently there is nothing specific to report which directly affects Alveston.

(AP) raised concerns from residents relating to the footpath and small holding located on Alveston Hill adjacent to the Chalet House as it has been reported that the public right of way has a barrier and that the path has been subverted around the outside of the field. (MT) informed members that she had spoken to the property owner who is very keen to inform residents of what he trying to achieve and any inappropriate action is not likely to have been intentional. (MF) suggested that he would raise this with Marie-Ann Buckingham as a pragmatic land owner issue to take to Lindsay Saunders at SGC. (AP) raised further concerns relating to the second field en-route and the re-directed footpath to which (MT) would address this with SGC. (SB) was aware of some residents

who were incorrectly under the impression that the footpath was closed due to the introduction of livestock.

7.3. **St Helens School** – Apology from Chris Casey presented by (Clerk).

(CC) had delayed confirming attendance until it was established whether Ofsted were attending this week or next? As it appears to be next week, (CC) would rather send apologies and promise to attend February's meeting will a full report.

All is good at school having attended several times this week. Usual reading, meeting with the head on standards and a first look at the three year strategic plan, a meeting is scheduled for 20th January with the literacy lead and another Governor to establish progress. The school is a very dynamic and an exciting place to be at the moment.

7.4. **Other Representative Reports**

John Dyer Award – (Clerk) informed councillors that a total of 5 applications had been received and a meeting of the selection committee had been scheduled for February.

7.5. **Jubilee Hall**

No meeting

7.6. **Youth Centre**

(JS) apologised and he was unable to attend the meeting due to illness.

7.7. **Alveston Community Forum**

No meeting. (Clerk) informed members that the Community Forum were anxious that a vacancy for a treasurer had not been filled and that he would be prepared to fill the post subject to councillors approval. (TH) confirmed that it was appropriate that (Clerk) should raise this with the Parish Council and that the council had no objections.

7.8. **Alveston Trust**

None

8. Recruitment of Councillors

(AP) asked how the Parish Council could encourage more interest from the public and recruit at least one further member prior to the due elections in March. (PC) stated that the public's interest in Parish Council activities is usually aroused at the AGM or when a contentious planning issue is raised. (TH) was concerned that no one had progressed from the Community Forum to show interest in Parish Council activities. (SB) recommended that a leaflet should be produced to focus residents on the activities of their Parish Council and (Clerk) advised that community groups should invite members of the Parish Council to explain their role, commitment and community involvement in order to encourage closer community links and ultimately increase awareness activities. (AP) agreed to design and word a leaflet and members agreed that councillors should consider how to sell the Parish Council to community groups. (JS) also recommended that the leaflet narrative is to be placed at a high profile location on the home page of the website.

PC150119-02: Prepare a leaflet for house to house distribution aimed to raise awareness of the function of the Parish Council and Councillors with the aim to recruit council members.

Action to (AP)

(AP) requested that progress be reviewed at the next Parish Council meeting.

9. Subjects for Websites

(JS) asked if any committee chairs wished to promote their committee activities on the website. (TH) requested that precept notification be advised. (JS) recommended that information relating to the new play equipment at the Cross Hands Play area be added and requested that (Clerk) obtain images and product information from GB Sport & Leisure.

PC150119-03: Obtain images and product information from GB Sport & Leisure and place on website.

Action to (Clerk)

(AP) recommended that in future an agenda item be placed on all agendas prior to AOB for discussion relating to website content relevant to the meeting.

10. Correspondence10.1. Correspondence for Information

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

10.2. Correspondence for Discussion / Action

None

11. Authorisation of Payments

11.1. Payments.

11.1.1. Payments authorised at the F&GP meeting 5th January

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Steve Blick & James Sumner

Details	Chq. no	£
Grounds Maintenance Contract – Dec.	2512	1176.20
Clerk Expenses	2513	74.20
Total Payments		£1,250.40

11.1.2. Payments authorised by Cllrs Paul Caddick & Terry Hunt

Details	Chq. no	£
Cemetery Rates	DD	57.00
Quarterly Tax & NI Payment	2514	680.33
Salary – Cemetery Caretaker	2515	92.72
Salary - Daily Inspection & sweep	2516	173.60
Clerk – Salary & Expenses	2517	1282.09
Total Payments		£2,285.74

11.2. Income Received

11.2.1. Recent Receipts

Details	Chq. no	£
Wayleave	Inc2443	75.45
Total Receipts		£75.45

15.006 Resolved: That all receipts and payments presented to the PC meeting on 19th January 2015 were accepted.

12. Any Other Business

(PC) raised relevant issues resulting from the Alveston Allotment inspection. Members were made aware that a tree had fallen across the footpath leading to the allotments and raised concerns relating to commercial use of residential premises situated close to the allotment access.

PC150119-04: Investigate fallen tree located across the footpath leading to the allotments and commercial use of residential premises situated close to allotment access.

Action to (Clerk)

Meeting closed at 20.35 pm

**The next Council Meeting is on
Monday February 16th 2015 at the Jubilee Hall**