

**Minutes of the Parish Council Meeting  
Held on 21<sup>st</sup> March 2016 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Steve Blick (SB), Paul Caddick (PC), James Sumner (JS), Anne Curtis (AC), David Morgan (DM), Chris Casey (CC), Shirley Holloway (SH), Maggie Tyrrell (MT), PC Sean White (SW).  
Graham Smith (Clerk)

**1. Apologies for Absence**

Mike Webb (MW), Steve McMillan (SM).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

None

**5. SGC Library presentation**

Presented by John Abraham (JA) (SGC).

(JA) highlighted to Cllrs that savings are needed to be made to the current library service and described the options SGC have considered for public consultation.

Option 1: could affect Chipping Sodbury Library, the mobile library and opening times at all libraries across South Gloucestershire. We would seek volunteers and alternative external funding to minimise the reduction in opening hours on a local basis. We estimate that this option would save approx. £500,000 per year, meaning that additional savings would still need to be found from library or other council services.

Option 2: could see Chipping Sodbury library and the mobile library no longer funded by South Gloucestershire Council as per option one and libraries categorised as either a main library or a satellite library and resourced accordingly. External funding and volunteers could be used to minimise the impact of reduced staffing and opening hours. This option would deliver savings in the realm of £600,000 to £630,000 per annum and is the council's preferred option at this stage as it keeps as many libraries open as possible, while delivering significant savings.

Option 3: could see all libraries closed except five main libraries. These are currently proposed as Kingswood, Yate, Patchway, Thornbury and Bradley Stoke. It would deliver savings in the realms of £1m.

Other options: These are just three ideas for how the council could make the savings to library services and illustrates the tough choices that these funding reductions could have. These options are not set and we fully expect them to evolve as a result of this consultation and conversations with service users and local communities over the coming months. The council is therefore very keen to hear from local people, service users, staff, local communities and other interested parties of any alternative suggestions or ideas for the future provision of library services with reduced funding.

The mobile library has come to the end of its (mechanical) life and even though it may be possible to replace consideration will need to be given to manning it / drivers.

(MF) asked if there were any statistics relating to usage of the mobile library within the parish? (JA) replied that although the parish boundaries do not exactly match his data-set that approximately 58 people use the mobile library in differing ways. (MF) enquired whether digital formatted provision has had an impact upon the library service. (JA) informed Cllrs that the library service does operate an electronic offer with emagazines and ebooks. (SB) commented that many people (particularly) elderly do not have access to this facility.

(AP) recommended that the Parish Council need to respond to the consultation with their thoughts moving forward and should be an item for specific discussion on the next agenda and requested that (Clerk) make provision for this at the next Parish Council meeting.

**PC160321-01:** Place "SGC Consultation - Changes to library services" on next PC agenda.

**Action to (Clerk)**

## 6. Minutes and matters arising from previous meetings

6.1 Acceptance & signature of minutes for Parish Council Meeting 15<sup>th</sup> February 2016

**15.119 Resolved:** The minutes of the Parish Council meeting of Monday 15<sup>th</sup> February 2016 were accepted and signed by the chairman.

6.2 Matters Arising:

(Clerk) informed Cllrs that he had recent discussions with Tom Roberts (SGC Projects Manager (infrastructure)) regarding the upgrading of bus shelters on the A38 through Alveston confirming that discussions were underway with the project team and that he would report back by the end of the month to arrange a meeting with Cllrs to discuss proposals further.

The F & A committee meeting on 7<sup>th</sup> March was not quorate and requested that Cllrs make resolutions relating to discussions at this meeting.

6.3 Outstanding Actions:

(Clerk) informed councillors that all (Clerk) actions are on schedule.

## 7. Review and Recommendations from Committees:-

7.1. **Planning**– (Meeting – 7th March) (Clerk) in the absence of Cllr Mike Webb reported on the meetings as detailed within the Planning meeting minutes.

(AP) informed Cllrs that she believed that the Parish Council is in need of a coherent statement for what is right / not right for the Parish and requested that this issue be brought to Item 9 on the agenda.

7.2. **Playing Fields & Open Spaces** – (No meeting)

7.3. **Footpaths & Allotments** – (None quorate meeting).

As discussions took place with Cllrs and the AAA present a number of actions and resolutions were raised with a view to resolving at this Parish Council meeting.

(PC) informed Cllrs that an allotment inspection had taken place after which the highlighted fallen trees had been removed and over grown bushes on the border trimmed back.

The AAA requested that the Parish Council consider allowing an additional storage container onto the allotments over and above 1 shed. (AP) requested that clerk look into the legal implications and costs of rewording the current agreements and to seek permission from Mrs Hawkins (Current Land Owner). (Clerk) informed Cllrs that there was not the need to instruct a solicitor in order to make changes to the allotment agreement. (AP) recommended that the changes to the agreements be implemented when billed next year but to allow the changes to take effect forthwith subject to the approval of the land owner (Mrs. Hawkins).

**PC160321-02:** - Ask permission from land owner to allow an additional tool box container onto individual's allotments.

**Action to (Clerk)**

(PC) proposed that agreements be changed to allow for both a tool box and shed on allotment plots as and when requested by allotment holders. (JS) seconded.

**15.120 Resolved:** Agreements changed to reflect the council decision to allow for both a tool box and a shed on allotment plots subject to the agreement of the land owner.

(Clerk) had received a letter from a plot holder relating to the fact that they had moved to Chipping Sodbury yet requested that they could retain the allotment plot. ((AAA) would prefer that the plot was in use and being tended and the fact that there is an additional vacant plot (no waiting list) could not see that granting an extension for a further year would be controversial). (Clerk) informed Cllrs that a decision relating to this could be made now. (AP) recommended that approval be granted for one year and reviewed at renewal and requested that (Clerk) write a formal letter from the Council stating such.

(MF) proposed that the plot holders be granted a further year use of their allotment plot but be required to vacate at renewal should there be a waiting list. (AP) seconded the proposal and all Cllrs agreed.

**15.121 Resolved:** Plot holders be granted a further year use provided agreement is made that the allotment plot be vacated at renewal should a waiting list be active.

**PC160321-03:** - Write a letter to plot holder confirming resolution and decisions.

**Action to (Clerk)**

(MF) raised concerns relating to the water logged Boiling Wells footpath (located between Down Road & Strode Common – 00L/43/10). The issue had been reported to SGC with the recommendation that the footpath be diverted around the waterlogged area.

7.4. **Finance and General Purposes** - (Meeting 7<sup>th</sup> March) (JS) reported as detailed within the F & GP minutes.

(SB) raised concerns that despite the Parish Council requesting the same precept as the previous year noted that on the Council Tax billing statement that the precept was in fact raised by 41p to £41.54 and requested that (clerk) investigate this.

**PC160321-04:** - Investigate with SGC finance why Alveston Parish Council precept had increased per household despite the request remaining the same as previous year.

**Action to (Clerk)**

## 8. Representatives Reports

8.1. **Police Matters** – Police report was presented by PC Sean White.

(SW) apologised for not attending the previous three Parish Council meetings and introduced his colleagues; Michelle & Rowley. Michelle is based out of Emersons Green and currently shadowing (SW) and Rowley is an unpaid volunteer (Special Constable).

(SW) reported that as yet they had not taken occupation of their new police office in Thornbury but progress is being made and hope to occupy by April.

The Police Force has been tasked with looking to make further financial savings and as a result is required to do less community related activities such as the provision of traffic cones at events and policing such events (ie the Thornbury Carnival). However (SW) confirmed that currently Thornbury Police will still look to offer this service to the community for the foreseeable future.

With regard to staffing (SW) confirmed that; PC Tony Blackmore was back on duty after a long period of sickness, Natalie Draper was back working with the Thornbury team and that two additional PCSO's were drafted into the Thornbury team.

Generally there are no major issues to report, with the exception that a house burglary had been reported at property in Davids Lane and a "non-dwelling" burglary had occurred at Rudgeway where two motor cross bikes were stolen. There was a robbery of vehicle contents at Vatingstoke Lane and the roller shutters at the Parade Post Office sustained damage due to burglars attempting to gain entry however, they were unsuccessful and 4 persons were caught on CCTV.

Parking issues have occurred at Paddock Gardens where the developers were parking on pavements and causing obstruction. At St Helens School parents were parking on pavements, blocking entrances, driving on pavements and generally acting irresponsibly and at Quarry Road the parking issues continue.

(AP) informed (SW) that it was good to see PC Tony Blackmore around St Helens School at peak times. (SW) stated that police will continue to be present at peak times while parking issues continue to be a problem, although as the weather improves leading into summer it is expected that issues and incidents relating to parking will diminish as more walk to school. ((AC) showed (SW) photographs taken of poor parking and traffic obstruction at St Helens School).

(PC) asked, with regard to the 1,700 new developments in Thornbury and the subsequent population increase, would provision be made to increase police numbers in Thornbury? (SW) replied that this would be unlikely with the exception of a possible increase of officers at Patchway station.

## 8.2. South Gloucestershire Council

(MT) addressed the two outstanding enquiries requested at the previous Parish Council meeting. Traffic Calming at St Helens school: - The design is currently with SGC legal department and once completed the full consultation will begin. The process may take a long time but will be due to start shortly.

Road Resurfacing: - Lime Grove / Holly Close are on the list to be carried out this year (16/17).

Recently SGC budgets have been under discussion and many cuts are required and as yet unclarified savings need to be made. Area Forums have been scrapped all together and along with this all local decision making. The Safer Stronger Community Groups have been revamped but do not have a decision making process and traffic related decisions will be delegated to officers. Any campaigning is to be done through (SH) & (MT). Grant Funding which was previously decided locally will be decided by committee with similar decisions being delegated to officers. Funding to groups is now being directed to schemes within the council. As an alternative to community grants Cllrs will have a budget of £3,500 each to be distributed within their local community although no detail relating to the specific allocation, distribution or decision making process has been clarified.

The numbers of SGC committees have been reduced. Adult / Housing & Health Committee and Children & Young People have been put together under one committee and the Planning and Strategic Environment committees have amalgamated to form one committee. Now there are only two major committees with many decisions that were made by Cllrs will now be delegated to officers. The electoral commission will also be looking at the number of councillors with new numbers coming into effect after the next election.

(MT) informed Cllrs that the new housing developments within the Thornbury area are bound to have an effect upon Alveston. There are now 1,200 new homes with planning permission and applications have been submitted for 300 – 350 new homes at Morton Way with a further 150 homes located off Gloucester Rd. There are not enough jobs locally to support this level of housing and it is assumed that most of these new residents will be commuting however, no thought has been given to infrastructure in particular traffic demand on the A38 which goes through Alveston and Thornbury to Alveston on to the A38 via Alveston Hill. The speed at which the houses are being developed means that the strategic planning relating to such developments will be by-passed. Due to the speed of the developments and the lack of strategic planning, concerns have been raised with regard to the expected insufficient parking for the shops within Thornbury & surrounds and it is not expected that additional supermarkets will be available.

(MF) asked the question relating to school improvements and was concerned about numbers and over subscription and finance available to schools to cope with the influx. (MT) informed Cllrs that changes to the system have recently occurred and that Thornbury has “missed out”. Now the 106 agreement is tightly contained and the new community infrastructure levy ties the money raised from new development and goes straight to SGC and not necessarily to the areas affected by the developments. The New homes bonus also goes into a central pot.

(PC) asked when would all proposed developments be completed? (MT) informed the committee that it is all about the 5 year land supply and therefore need to be built within the next five years. There is a certain level of scepticism that this will be adhered to however, planning permission is going through so ultimately all housing will be built eventually.

8.3. **St Helens School** – Report from Chris Casey (School Governor).

There have been three new governors recently appointed and (CC) was pleased to inform Cllrs that they had recruited the finance governor. Alison Green (year 6 teacher) will be retiring this year and the recruitment procedure is underway to replace her.

A new behaviour points system has recently been introduced and pupil conferencing.  
A quiz was held to raise funds for the Multiuse games area on March 18th

Yrs 5 / 6 had recently performed as a choir at the Colston Hall

8.4. **Alveston Community Forum** – (MF) reported that the AGM is due to be held on the 6<sup>th</sup> April.

8.5. **Jubilee Hall** – (No meeting)

8.6. **Youth Centre** – (JS) informed Cllrs that improvements to the kitchen are underway. The car park lease has been agreed at £500. Bookings are up for the Martial Arts Club and Dance and that the Youth Centre Committee thank the Parish Council for their Grant Aid cheque.

8.7. **Other Representative Reports**

**SSCG** – (Clerk) informed Cllrs that he had attended the most recent SSCG meeting on behalf of (PC) and the Parish Council and reported that most of the meeting was taken by discussing the changes to the SSCG. (SW), (SH) and (MT) also attended the meeting and reported as in this meeting minutes. (Clerk) informed all members that the full minutes are included within the distributed correspondence pack.

Defibrillator – (SB) informed Cllrs that the second defibrillator within the parish had been installed at the Cross Hands pub but requires a further week before operational. Further training sessions have been organised.

**9. A Neighbourhood Plan?**

(DM) informed Cllrs that he had attended an ALCA arranged meeting in Yate relating to neighbourhood plans which was primarily concerning the experiences of Charfield Parish Councils' process. The conclusions were that the procedure is complex, expensive and arduous and as yet unproven. The estimated cost is to be £9,000 and will take two years. Much of this can be recouped via Grant Aid but payments for Clerk overtime will not be included within this. There will be no protection within the two years it takes to complete and even once completed has not been fully tested in court. Alveston does have the protection of the greenbelt although this is questionable however, parish councils will be failing the community if a NDP is not at least considered. Currently the only parishes in the area that have completed a Neighbourhood Plan are; Blackwell, Long Ashton and Bishop Sutton and after a couple of hours listening to the experience of others considers it not to be worth the effort of pursuing although a plan which takes into account a coherent structure relating to planning discussions would be recommended.

(DM) informed Cllrs that Dick Wittington had offered to attend a meeting to discuss the matter further.

(MF) brought to Cllrs attention Olveston Parish Councils Design Statement which was completed a few years ago and although not providing any legal weight is a statement for consistency. (MF) proposed that the Parish Council look further into this as it would also tie in with the need for the planning committee to adopt a coherent statement. (AP) & (MF) agreed to analyse the Olveston PC statement in more detail.

**PC160321-05:** - Investigate how the Olveston Design Statement works for them. (Olveston PC)  
**Action to (AP & MF)**

(AP) brought to Cllrs attention that the current Down Road Development Committee is taking up Cllrs time but when completed recommends that Cllrs prioritise effort into discussing the potential of adopting a design statement. (JS) confirmed this as he felt a design statement would introduce; a common voice, vision, aspiration and guidance.

**10. Correspondence**10.1. Correspondence for Information

(Appendix A)

10.2. Correspondence for Discussion / Action -

(Clerk) brought to the attention of Cllrs an email received from a resident requesting to place a notice with in the Parish Council notice boards. (Clerk) remarked that should the request be for a commercial organisation this would be refused but for “grey areas” clerk requested whether permission should be sought from the Parish Council. Cllrs agreed that this should be left to (Clerk) discretion.

**11. Authorisation of Payments**

## 11.1.1. Payments.

Payments authorisation 7<sup>th</sup> March 2016 by James Sumner & Marcus Fry

Details	Chq. no	£
Playground Inspection-remedial action	2662	1184.40
Qtly Broadband/Calls/Rental charges	2663	159.12
Qtly – Localism	2664	1295.61
Room Hire	2665	76.69
Clerk Expenses	2666	51.96
15-007 & 15-006 Remedial Work	2667	296.00
15-010 H&S Inspection Remedial Work	2668	278.00
Litter Bin Empty – Jan / Feb	2669	66.10
Grounds Maintenance Contract - Feb	2670	1248.20
Total Payments		£4,656.08

## 11.1.2

Payments authorised by James Sumner &amp; Anne Curtis

Details	Chq. no	£
Salary – Cemetery Caretaker	2671	95.48
Salary–Inspection/Clean/Shelters	2672	308.30
Clerk – Salary & Expenses	2673	1252.17
Photocopy & Print	2674	13.87
Extension of allotment footpath	2675	179.64
Total Payments		£1,849.46

## 11.1.3 Income Received

Recent Receipts

Details	Ref.	£
Memorial – Plot 79	Inc2596	82.00
Calendar Sponsorship	Inc2595	60.00
Gross Interest	T/Fer	4.37
Total Receipts		£146.37

**15.121 Resolved:** That all receipts and payments presented to the PC meeting on 21<sup>st</sup> March 2016 were accepted.

**12. Website**

None

**13. Any Other Business**

None

Meeting closed at 21.00 pm

**The next Council Meeting is on  
Monday April 18<sup>th</sup> 2016 at the Jubilee Hall**