

**Minutes of the Parish Council Meeting
Held on 20th February 2017 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Steve Blick (SB), Steve McMillan (SM), Anne Curtis (AC), Paul Caddick (PC), James Sumner (JS), David Morgan (DM), Chris Casey (CC), Shirley Holloway (SH).

Graham Smith (Clerk)

1. Apologies for Absence

Cllr Mike Webb (MW), PC Sean White (SW), 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 Acceptance & signature of minutes for Parish Council Meeting 16th January 2017

16.092 Resolved: The minutes of the Parish Council meeting of Monday 16th January 2017 were accepted and signed by the chairman.

5.2 Matters Arising:

None

5.3 Outstanding Actions:

(JS) informed Cllrs that a meeting had been arranged for Monday 27th Feb with (MF) to discuss and review the Financial Regulations.

6. Review and Recommendations from Committees

6.1. **Planning** – (Meetings – 16th January / 6th February) – In the absence of Cllr Mike Webb no report was given.

6.2. **Playing Fields & Open Spaces** – (Meeting - 6th February) – Cllr Anne Curtis informed Cllrs that the tender process for the renewal of the Grounds Maintenance Contract for a further three years had been completed and a lowest bid had been obtained, that of "Prestige Grounds". (JS) informed Cllrs that he had completed a due diligence exercise on the company and found the company to be in good order. (PC) raised the question whether the council were obliged to accept the lowest tender to which (JS) informed Cllrs of rules under 2015 No. 102 PUBLIC PROCUREMENT (The Public Contracts Regulations 2015), stating that contracting authorities shall base the award of public contracts on the most economically advantageous tender assessed from the point of view of the contracting authority. (AC) proposed that the Parish Council appoint Prestige Grounds as the grounds maintenance contractor for three years commencing 1st April 2017. (JS) seconded the motion and all Cllrs agreed.

16.093 Resolved: The Parish Council appoint "Prestige Grounds Ltd" as the Councils grounds maintenance contractor for the period 1st April 2017 – 31st March 2020.

(Clerk) informed Cllrs that he will set up a meeting to discuss.

PC170220-01: - Meet with the director of Grounds Maintenance contracting company in order to go through the requirements face to face.

Action to (Clerk)

(AC) informed Cllrs that the 2016/17 ROSPA inspection for Play areas/ equipment / skate park had taken place and informed Cllrs of the prices relating to the remedial action for the areas where work is required. Cllrs agreed that all recommendations and remedial action be adopted at the cost of £625 ((JS) informed Cllrs that this cost is within budget). (AP) seconded the proposal and all Cllrs agreed.

16.094 Resolved: All recommended remedial action from ROSPA inspection be undertaken at the price of £625.

(AC) informed Cllrs that the Playing Fields and Open Spaces committee discussed repairs required to the wall at the Jubilee Hall car park (£190) along with repair to a pot hole (£23) and repainting of bollards (£103) which total £316 and requested that the Parish council approve this expenditure (JS) informed Cllrs that although these costs exceed those in the budget that savings in other areas have made these costs affordable. (AP) proposed that the expenditure for the improvement / maintenance works to the car park be approved, (JS) seconded the proposal and all Cllrs agreed.

16.095 Resolved: To commence maintenance work to the wall, bollards and pot hole located at the Jubilee Hall Car Park at prices quoted.

(AC) informed Cllrs that she was concerned with regard to the fact that some play equipment does not comply with new legislation and although this does not present a risk to the public an audit should be carried out with a view to replacing equipment.

- 6.3. **Footpaths & Allotments** – (No meeting) (PC) informed Cllrs that a meeting of the AAA (Alveston Allotment Association) will take place next week to which he (PC) will attend.
- 6.4. **Finance and General Purposes** - (Meeting – 6th February) (JS) informed Cllrs that a meeting was held and there was nothing specific to report coming from that meeting other than the approvals of Financial Expenditure as mentioned in resolutions 93 – 95 of this meeting.

7. Representatives Reports

- 7.1. **Police Matters** – (Clerk) reported in the absence of PC White.
Since the last meeting things had started off very quiet, but this situation changed recently:-

January 31st - A van was broken into near to Greenhill Road.

February 8th - A theft in Underwood Close was reported. The same day a Burglary occurred at Beech Leaze with a glass patio door removed and upstairs rooms searched for jewellery.

On February 9th - A theft of caravan overnight from the Earthcott area of Alveston. Later this day an assault at Marlwood school was reported to police.

February 12th - A Burglary at Beech Leaze, (2nd time in a week.)

February 14th - An abandoned car was reported in Courville Close.

February 15th - Anti-social behaviour was reported around the Greenhill shops area and CCTV cameras had also been recently removed.

February 16th - A shed broken into on Shellards Lane with power/Garden tools taken and the same night a dumper truck was stolen from a building site on the main Gloucester Road at Rudgeway.

February 18th - An attempted break reported at Lime Grove but it is not clear if this actually happened.

In addition to this report other caravans have been stolen from the area around the parish, and also thefts of Horse box trailers. Also further afield there have been several thefts from vans overnight and power tools taken. As it stands, there is concern over the rise in crime in the area but Police do not think the groups responsible are local, and probably travelling in from other areas. Please continue to report anything suspicious on either 101 or 999.

(JS) requested that (Clerk) have discussions with PC (SW) to establish whether there is evidence that the offenders are “out of town” also to discuss the effectiveness of the Neighbourhood watch and look for recommendations as to how the Parish council may assist to alleviate / assist the police with this recent rise in criminal activity.

PC170220-02: - Meet with PC (SW) to discuss issues relating to the upsurge in criminal activity within the Parish.

Action to (Clerk)

7.2. **South Gloucestershire Council** – (SH) reported.

(SH) informed Cllrs of the decisions relating to SGC Council Tax charges for 2017/18 and reported the requirement to increase of council tax by 4.99% over the previous year, representing a 1.99% increase in base council tax and a 3% increase in social care. For a band D property this represents an increase of £64.88 in Council Tax, £0.71p in Parish Precept, £0.13p in the new special expenses provision, £1.35 in Fire Authority, £3.55 in Police & Crime commissioner giving a total increase for a Band D tax bill of £70.62 which is a 4.51% overall increase.

The extension to the Memorial Woodland provision had been recently approved by SGC Planning after 45 letters of support had been received while only 1 letter had been received being against the project. (SH) had received assurances from the Memorial Garden Management that they would continue with the policy of one funeral per day per building as their strategy for a calm “one a day” funeral policy will continue.

(AP) requested that (SH) investigate the outcome of the commissioned research relating to a proposed cycle path along the stretch of the A38 to Almondsbury but with particular emphasis on the stretch of A38 covering Thornbury Hill.

(PC) asked (SH) for feedback relating to the proposal to reduce the size of the black bins. (SH) informed Cllrs that the proposals are still planned to go-ahead as it is envisaged that the smaller bin will create a reduction in total “land fill” waste and encourage increased recycling. (PC) expressed concern that the recycle bags provided by SGC were no longer big enough and would certainly not be big enough once SGC implement changes. (SB) expressed concern that all waste including recyclable was all being incinerated.

7.3. **St Helens School** – (CC) reported.

All is currently well with the school. The funding from Tesco came through which will be used for tidying the woodlands and training for “Forest School” status (training contractor has now been appointed).

The total of pupils now exceeds 200 with Reception, Year 1 and Year 2 being full and as funding is tied to pupil numbers this places the school in a healthy position. All endeavours will be made to continue this situation with efforts being made to increase further. (CC) has completed monitoring training and is currently training an improvement advisor.

Bollards have now been installed by SGC on the pavement immediately outside the school to prevent parking upon the pavement and speed bumps have been installed.

(JS) enquired re- progress of the Multi Use Games area. (CC) advised Cllrs that currently there is a shortfall of funding of between 5K–8K and therefore the school is looking to scale down the project to cover the shortfall and if this is achieved they will be looking to install the MUGA sometime during the next school year.

7.4. **Alveston Community Forum** – (MF) reported.

A meeting had taken place on the evening of Wed 15th Feb at the Ship Hotel.

The Children from St Helens School planted bulbs at the Parade on the 15th November, photos were taken which were sent to the school.

The dead tree at the Parade has been removed thanks to Mike Perry. In due course it has to be decided what to do with that space and the Forum is looking to gather ideas and identify a consensus.

The new Christmas lights were put up a week before the Christmas Fair and the Win Chef added some of their own and as before a Christmas tree was provided at cost by Paul Jones. The Children from the nursery made decorations as usual. The fair was very successful making £318.48 for the Beavers and Rainbows. The Alveston singers, the School Choir and the Beavers all sang carols which made it a very jolly occasion.

The Forum’s views on the future of the phone box were passed to the Parish Council in a letter and were taken into account by the consultation. The consultation process has now come to an end

and the decision announced. In summary although the amount of usage was lower than the threshold for retaining the box it was agreed that there were other good reasons for keeping it in operation. It will therefore remain in operation and will be monitored over the next three years after which the usage will again be reviewed.

The new Parade maintenance rota has been published and thank you to all those who worked so hard last year to keep the Parade looking cared for, including the Autumn Tidy up which was well attended in 2016 and once again, there will be a Spring tidy up.

The rustic bench has been damaged once caused by a lad who was using the bench to make adjustments to his scooter and had done damage in the process he has been warned and it is doubtful that he will do this again, meanwhile the damage needs repairing.

The community calendar for 2018 is well underway with a theme of "Alveston – Old and New".

7.5. **Jubilee Hall** – (MF) informed Cllrs that a vacancy for a volunteer booking secretary has arisen due to the retirement of the existing.

7.6. **Youth Centre** – (SM) informed Cllrs that the Youth Centre applied for £2,500 of District Councillors Grant Money of which £1,900 had been rewarded and expressed thank you on behalf of the Youth Centre to the three District Cllrs involved.

The Youth Centre Committee had also made an application to Thornbury Round Table for a grant through a "Dragons Den" style of application that the Round Table are operating. A seven minute video "pitch" had been produced by the Youth Centre Committee and submitted with their application.

(SB) raised the fact that Tesco (through their blue disc scheme) was a potential form of funding as Thornbury Composting found this successful and suggested that the Youth Centre committee may also apply.

(SM) informed Cllrs that he wished to resign as Council representative for the Youth Centre Committee due to other commitments which had arisen on a Wednesday night (The favoured night for Youth Centre committee meetings).

7.7. **Other Representative Reports** – (No reports)

8. Future of the John Dyer Award

(AP) informed Cllrs that a meeting had been held Re: The future of The John Dyer Award on the 13th January 2017 with Mike Josey (John Dyer Award Committee Chairman) and Cllrs Steve McMillan (SM) and Alison Peters (AP) present. All those present were in favour of the Award continuing to be presented as a recognition for contribution to our community. However as the current 'format' did not appear to encourage nominations a 'rethink' was required. The following are recommendations were presented to Cllrs:-

- The John Dyer Award be renamed 'The John Dyer Award for Community Service', to clarify the purpose of the award.
- The Parish Council assume the administration and management of the John Dyer Award.
- A sub-committee be formed of Councillors and members of the public be invited to also serve on the committee.
- A small budget be set aside for the Award from Parish funds for advertising, framing of the certificate. (The Parish Council to decide how much).

Other Considerations that may be taken if approved were to -

- Make 'what is awarded' more memorable. Currently it just a signed certificate. A commemorative badge/pin, a shield/cup, framed certificate and nominal sum of money/ voucher were suggestions.
- The possibility of involving other partners such as local businesses.
- Eligibility criteria amended to reflect a wider choice of participants
- Improve advertising and media coverage.

(SB) recommended that the suggested name for the award be reconsidered.

(AP) proposed that the recommendations within the report (with the exception of name – to be amended) be adopted. (MF) seconded the proposal and 4 Cllrs in favour of the proposal and two Cllrs were against.

16.096 Resolved: The recommendations of the John Dyer Award sub-committee to be adopted and the award to continue in its new form on an annual basis.

9. Correspondence

9.1. Correspondence for Information

(Appendix A)

9.2. Correspondence for Discussion / Action

(Clerk) informed Cllrs of correspondence recently received from the Alveston Cricket Club and requested from Cllrs how the specific requests be fulfilled.

The Cricket Club would like to develop a permanent outside net if possible near to the current garage in the top corner of the ground which is currently just overgrown waste. Cllrs agreed that this would be OK however; (Clerk) would need to look at additional costs for preparing ground to accommodate new nets.

Improve the ground that we are currently playing on by improving the playing surface for the outfield. Cllrs agreed that this would be OK however; (Clerk) would need to discuss requirements with AAA and the new Grounds Maintenance contractor.

Strengthen the promotion of the club through some all-weather advertising banners along the fence on Greenhill Road. Cllrs agreed that this could be possible however, more information is required relating to the content / colour / size of banners and that this would not cause an issue with regard to SGC's street advertising policy.

Gain sponsorship to position 2 mobile sightcreens on either end of the ground. Cllrs agreed that this could be an issue as the sight screens will need to be permanently housed upon the field and could be subject to vandalism and / or health and safety issues as the public will have 24/7 access to the sight screens. More information is required as to size / housing / portability etc before further decisions can be made.

Look to replace the current high level netting for the 2017 season. Cllrs all agree that this is approved subject to ACC funding the project.

PC170220-03: - Present and discuss decisions with ACC.

Action to (Clerk)

10. Authorisation of Payments

Payments authorisation by Cllrs James Sumner & Mike Webb

10.1.

Details	Chq. no	£
Grounds Maintenance Contract - Jan	2774	1212.20
Litter Bin Empty	2775	66.10
Cemetery Water	2776	18.19
Calls/Broadband/Line Rental	2777	158.99
Total Payments		£1,296.49

10.2. Payments authorised by Cllrs James Sumner & Marcus Fry

Details	Chq. no	£
Salary – Inspection / Clean	2777	194.40
Clerk – Salary & Expenses	2778	1273.57
Salary – Cemetery Caretaker	2779	102.80

Details	Chq. no	£
Room Hire – Dec / Jan	2780	54.99
Photocopy Print	2781	10.67
Calls/Broadband/Line Rental	2782	158.99
Total Payments		£1,795.42

10.3. Recent Receipts

Details	Ref.	£
Gross Interest	T/fer	6.31
Wayleave	Inc2741	77.37
Total Receipts		£83.68

16.097 Resolved: That all receipts and payments presented to the PC meeting on 16th January 2017 were accepted.

10. Website / Helmet

None

11. Any Other Business

None

Meeting closed at 20.55 pm

**The next Council Meeting is on
Monday Mar 20th 2017 at the Jubilee Hall**