

**Minutes of the Parish Council Meeting  
Held on 18<sup>th</sup> September 2017 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Marcus Fry (MF) (Chairman), James Sumner (JS), Paul Caddick (PC), David Morgan (DM), Chris Casey (CC),

Graham Smith (Clerk)

**1. Apologies for Absence**

Steve McMillan (SM), Anne Curtis (AC), PC Tony Blackmore (TB), Maggie Tyrrell (MT), Shirley Holloway (SH).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Graham Cribb (GC) – Alveston Youth Centre.

(GC) addressed the Parish Council with regard to a planned access / wheel chair ramp to the Youth Centre and associated redirection of the path. Plans were produced and examined by Cllrs. The subject of finance, estimated cost and funding was raised and (GC) requested that the Parish Council assist with funding. (Clerk) reminded (GC) that the annual Parish Council Grant Funding will open at the end of the month and an application should be submitted. Also that currently Merlin are offering funding to community groups and that details are on Alveston.org likewise Ecotricity will be open to applications in January. (JS) enquired about timescale to which (GC) stated that there were no specific time scales set by the Youth Centre committee. (DM) enquired re – ownership of the Youth Centre whereupon an explanation relating to lease from the Jubilee Hall was given. (JS) recommended that Clerk discuss this with the Jubilee Hall management Committee. Cllrs agreed that the Parish Council supported the request from the Youth Centre Committee.

**PC180917-01:** Discuss Youth Centre Proposals with AJHMC.

**Action to (Clerk)**

Alan Vizard raised concerns relating to the imminent closure of the Cross Hands pub stating that a community pub had existed in Alveston for decades and to see this pub close would be devastating to local residents and requested that the Parish Council consider some way in which the community could run the pub.. Councillors agreed with the comments raised but were concerned as to how the request could be practically fulfilled with regard to finance and human resource. Three members of the public were present relating to this subject and Cllrs asked if more people were equally concerned and if so would they also become involved in the search for a solution to the situation. Mr Vizard commented that the Parish council was their first port of call and would look into this further. Cllrs requested that the group look to find out what has happened to the pub since the for sale / sold sign was taken down and to contact the Thornbury Gazette to drum up support. (Clerk) informed Cllrs that he would make contact.

**PC180917-02:** Contact the Thornbury Gazette in order to publicise the situation and assist residents to form a community group to support the possible re-opening of the Cross Hands.

**Action to (Clerk)**

Mark Davey (MD) raised continued concerns relating to traveller encampments on the Down Road green space. Cllrs informed (MD) of recent discussions from the Playing Fields and Open Spaces committee meeting and explained that it was agreed that the Parish council request that SGC ask the utility companies for likely costs to be incurred to acquire a C4 report relating to the exact position of the utilities in order to be better placed to know the practicality and expense relating to the costs and permissions required to construct a deterrent. Cllrs informed (MD) that due to the fact

that the Parish Council did not own the land in question it remained limited in its ability to provide a solution.

## 5. Minutes and matters arising from previous meetings

- 5.1 Acceptance & signature of minutes for Parish Council Meetings from 17<sup>th</sup> July 2017

**17.027 Resolved:** The minutes of the Parish Council meetings held from Monday 17<sup>th</sup> April 2017 were accepted and signed by the chairman.

- 5.2 Matters Arising:

Further to discussions at the previous Parish Council meeting Cllrs agreed that the date for a ALCA "Good Councillor" course should take place on Monday 13<sup>th</sup> November beginning at 19.00PM. (Clerk) agreed to enquire with ALCA if the date is available. Cllrs requested that, subject to the date being approved, that he extend an invitation to Cllrs in the local area to attend and a nominal charge of £20 per head be requested (Subject to ALCA approval)

**PC180917-03:** Contact ALCA and confirm date for "Be a Good Councillor" course and extend an invitation to Cllrs of surrounding Parish Councils.

**Action to (Clerk)**

Cllrs agreed that a monthly Parish Council surgery should be adopted alternating between the Ship (evenings) and the Winchef (afternoons) and agreed to confirm the dates with Cllrs so Cllr representatives can be in attendance and then to publicise this across the website and Helmet.

(PC) stated that the summer allotment inspection will take place on Monday 25<sup>th</sup> September at 10AM. Any Cllrs is welcome to attend.

- 5.3 Outstanding Actions:

(Clerk) informed Cllrs that all outstanding actions are on schedule. It was recommended by Clerk (that due to time constraints) that Cllrs should prepare any questions relating to the progress of outstanding actions prior to the meeting rather than run through each action one by one at the meeting.

## 6. Review and Recommendations from Committees

- 6.1. **Planning** – (Meeting – 4<sup>th</sup> September) – (JS reported on the meetings as detailed within the Planning meeting minutes.

- 6.2. **Playing Fields & Open Spaces** – (Meeting 4<sup>th</sup> September) – Cllr Marcus Fry reported on the meetings as detailed within the PF & OS meeting minutes.

- 6.3. **Footpaths & Allotments** – (Meeting 4<sup>th</sup> September) – No report.  
(PC) informed Cllrs that the Summer Allotment inspection will take place on 25<sup>th</sup> Sep.

- 6.4. **Finance and General Purposes** - (Meeting – 4<sup>th</sup> September) - Cllr James Sumner reported on the meetings as detailed within the Finance & General Purposes meeting minutes and drew to Cllrs attention the resolution to deposit the reserves cheque (previously held with the Co-op account) within the Unity Trust bank (DM) asked prior to resolution if the Finance Committee had exercised due diligence relating to the security and guarantees relating to the monies on deposit with Unity Trust Bank. (JS) confirmed that this had been done. (JS) proposed that the parish Council approve the deposit of the cheque with Unity Trust (MF) seconded and all Cllrs agreed.

**17.028 Resolved:** The monies previously held at the Co-op reserve bank account be deposited with the Unity Trust Bank.

(Clerk) informed Cllrs that the opening of the account is an on-line process and requested that any Cllrs wishing to be signatories of the account to fill in the form from Unity Trust whereupon the online submission can be completed.

**PC180917-04:** Open Unity Trust bank account

**Action to (Clerk)**

(JS) informed that currently the financial position of the Parish Council is healthy and Cllrs should turn their minds to projects prior to the 2018/19 budget process.

## 7. Representatives Reports

### 7.1. Police Matters – (Clerk) presented police report in absence of PC Tony Blackmore (TB).

(TB) forwarded apologies as on a working a day shift. He was pleased to state that the past month in Alveston was quiet. There have been a few thefts from shops and an assault linked to this and investigations are ongoing. An aggressive male was reported at The Masons Arms waiting to expressive himself in physical terms outside in the car park. A couple of calls were received concerning nuisance mopeds and scooters riding recklessly around Quarry Road and Vattingstone Lane.

The new Thornbury Beat Manager PC Malcolm Webley started in Thornbury last week as a replacement for Sean White however, unfortunately Malcolm is on a rest day today and also unable to attend the meeting.

Apologies if anyone attended the Rudgeway and Alveston beat surgeries last week but due to other emergencies and lack of vehicle the police were unable to attend.

### 7.2. South Gloucestershire Council – No Report

### 7.3. St Helens School– (CC) reported to the Parish Council.

Numbers in school are up and nearly full, at 207 children, (3 short from full) and an increase of 25 children since the new Head started. This is important as funding is very tight across South Gloucestershire and funding follows the child. (More children mean more funding).

New term has settled well. Results are looking good with reading and writing results in Year 6 likely to place the school in the top 5-10% however, will be undertaking Big Maths this year with LA support as Maths is relatively the schools weakest subject that said, still up with National and South Gloucestershire results ( just not quite as good as reading and writing).

The Grant for additional play equipment was gained from National Lottery and Tesco with Tesco having asked the school to resubmit an application for further funding. If successful with Tesco the money will be used to upgrade computing. It is important that the local residents understand that the school is short of funds but uses grants to assist with projects. (The PTA also supports basics and they have been briefed about funding projects).

The school is currently advertising for a Parent Governor and a Foundation Governor. This is very important as it is felt that these two vacancies need to be filled as a SIAMS Inspection will be taking place in March 2018 (Statutory Inspection of Anglican and Methodist Schools).

### 7.4. Alveston Community Forum– (Clerk) informed Cllrs that a meeting of the Community Forum will take place on 27<sup>th</sup> September at the Ship Hotel – 7.30PM.

The community calendar is ready to go to print and this is will be used (as in previous years) as a vehicle for fund raising for community groups. (Clerk) informed Cllrs that thanks to previous years calendars the finances within the Community forum are healthy and will be able to fund the printing without “cash – flow” assistance from the Parish Council.

(Clerk) informed Cllrs that a decision relating to whether the Community Forum will progress a Neighbourhood Plan will be announced at their meeting on the 27<sup>th</sup>.

### 7.5. Jubilee Hall – No report

### 7.6. Youth Centre – No Report

### 7.7. Other Representative Reports – No report

**8. Parish Council insurance renewal.**

(Clerk) had included within the agenda packs full details and costs relating to three insurers to cover the Parish council insurance arrangements for 2017-18 which fall due for renewal at the end of September. (JS) proposed that the Parish Council adopt AXA insurance (through Inspire) as recommended by the Parish broker Came & Company. (MF) seconded the proposal and all Cllrs were in favour.

**17.029 Resolved:** The Parish Council renew insurance arrangements with AXA through Inspire / Came & Co.

**9. South Gloucestershire Council – Boundary Changes**

Within the “Experimental” electronic agendas (Clerk) highlighted a link to all relevant information to this subject both through the Boundary Commission and South Gloucestershire Council websites. Cllrs discussed the benefits of being within an area which comprises of many small Parishes as Cllrs would be like-minded and experience similar issues however, it was also believed that as Thornbury was geographically so close that to retain Cllrs representing Thornbury would also retain benefits to Cllrs. Cllrs asked (Clerk) the number of South Glos Councillors to each ward and came to the conclusion that there was no need to submit a comment on the grounds that the Council had no major objections to state.

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

(Appendix A)

10.2. Correspondence for Discussion / Action

(Clerk) distributed recent correspondence from a resident relating to disables access around the village. It was agreed that almost all of the issues fall under the responsibility of South Gloucestershire Council (SGC) with the exception of community buildings and the respect/attitude and behaviour of residents. Cllrs agreed that the correspondence should be forwarded to SGC and other items be addressed by (Clerk).

**11. Authorisation of Payments**

Payments authorisation by Cllrs Marcus Fry & James Sumner

## 11.1.

Details	Chq. no	£
Grounds Maintenance Contract - Aug	2837	1170.00
Cemetery Water	2838	19.39
Localism Charges	2839	1,300.11
Poppy Wreath	2840	75.00
Total Payments		£2564.50

## 11.2. Payments authorised by Cllrs Paul Caddick &amp; Marcus Fry

Details	Chq. no	£
Salary – Inspection / Clean / Shelters	2841	350.90
Clerk – Salary & Expenses	2842	1278.55
Salary – Cemetery Caretaker	2843	106.95
Photocopy & Print	2844	9.29
Internment CR Plot 67	2845	80.00
2016/17 External Audit	2846	360.00
Total Payments		£2,185.69

## 11.3. Recent Receipts

Details	Ref.	£
Gross Interest	DCR	6.27
Allotment Plot 2	inc2841	28.35
Internment – CR Plot 80	inc2842	90.00
Additional Inscription – Plot 37	inc2843	41.00
Allotment Plot 1A	inc2844	17.00
Allotment Plot 29	inc2845	28.35
Final Payment 2016/17 season	inc2846	135.20
Gross Interest	DCR	6.98
Allotment Plot 25	inc2847	28.35
D of G & Internment CR Plot67	inc2848	228.00
Memorial – CR Plot 78	inc2849	168.00
Total Receipts		£764.25

**17.030 Resolved:** That all receipts and payments presented to the PC meeting on 18<sup>th</sup> Sep 2017 were accepted.

**11. Website / Helmet**

Disabled Access around the village.  
PC Surgeries.  
Cross Hands  
Grant Aid Applications

**12. Any Other Business**

(DM) requested that the Parish council look into a policy relating to “exit interviews” and that this take place with Alison Peters.

(Clerk) requested from Cllrs relating to feedback re the distribution of electronic agendas. It was felt by Cllrs that all worked well and the Hyperlinks attached through the agenda were extremely useful.

(MF) requested that Clerk provide Cllrs with dates for the Parish council surgeries which should begin in November.

Meeting closed at 21.30 pm

**The next Council Meeting is on  
Monday October 16<sup>th</sup> 2017 at the Jubilee Hall**