

Minutes of the meeting of the Finance & General Purposes Committee**Held on 7th October 2013 at 7.30 pm in the Bush Room****Present:** - Cllrs. Alison Peters (AP) (Chairman), John Cutland (JC), Phil Squires (PS), Ann Wilkins (AW), Steve Blick (SB).

Graham Smith (Clerk)

1. Apologies accepted for Absence

Terry Hunt, Marcus Fry

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meeting held on 5th August 2013 and Matters Arising**Resolved:** The Minutes of the meetings held on 5th August 2013 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions from previous meeting - None

5.2.1. Ongoing actions were noted from action list.

6. Matters Arising from Committee reports

6.1. Planning Committee – none

6.2. Footpaths & Allotments –

6.2.1 – Clerk reported that quotes were being obtained relating to tree pruning within the allotment area. This was for general tree maintenance and health and safety purposes. An inspection had taken place during the afternoon of 7th October 2013 with the Clerk, Marcus Fry and members and chair of the AAA. A wish list of priorities was created and clerk to obtain quotations for all jobs on the wish list. A list will be created of priorities with a full cost which will be taken to this committee for approval.

F131007-1 – Obtain quotations for the pruning of trees within the allotment area.***Action to Clerk***

6.3. Playing Fields & Open Spaces Committee –

6.3.1 – F131007-2 – Approval for removal of shrubs in cemetery. - £840.00 plus VAT

13.031 Resolved – Removal of designated bushes in cemetery.

6.3.2 – F131007-3 – Approval for annual H&S check for play equipment – £130.00 plus VAT

13.032 Resolved – Annual H&S check for play equipment at price quoted.

6.3.3 – F131007-4 – Approval for repair to gate & hazard at Lime Kiln play area - £55.00 (no VAT)

13.033 Resolved – Approve work for repair to gate & hazard at play area at price quoted.

7. Financial Reports

7.1. Financial reports for July 2013

The financial position at the end of July 2013 was discussed. (JC) observed a discrepancy in the presentation of the accounts and requested that (JC) and Clerk meet to rectify the issues. No further concerns were raised.

F131007-2 – To meet (JC) to discuss issues relating to presentation of special expenses and discrepancy in reporting of reserves.

Action to Clerk

8. Financial Matters

8.1. Street Care – Amenity Grass

(MW) & (JS) were present throughout the discussion of item 8.1

Clerk reported that a consultation was urgently required relating to the South Gloucester Council policy of reducing grass cutting on highway adopted land from 10 cuts PA to 2 cuts PA with an option to opt into a grass cut buy back at a cost per cut up to 8 cuts PA (retaining the status-quo). (The same option applies to the empty of dog bins). This was seen to be a way for South Gloucester Council to create savings at the expense of either Alveston parish council, an increase to the precept, or a reduction of standards within the Parish of Alveston.

The method by which the issues relating to this policy change by South Gloucestershire council be communicated was discussed and the following decisions reached.

8.1.1 Clerk to produce a flier detailing options to be distributed with the next issue of the Helmet with a deadline for response to be included. This flier should detail a breakdown of costs as it relates to frequency of cuts and the potential impact upon the precept.

8.1.2 Clerk to inform South Gloucestershire Council that the decision will be communicated once this process has taken place.

F131007-5 – To discuss with Thornbury Town clerk their communication process. To prepare a flyer for approval at next Parish Council Meeting and to distribute the approved flyer accordingly

Action to Clerk

8.2. Youth Centre Car Park – White Lining

The line markings outside the Jubilee Hall and within the youth centre car park require refreshing. As the Parish Councils commitment to assist with the maintenance of the car park and Jubilee Hall's surrounding area it was decided that a quote to be obtained for specific remarking as follows.

F131007-3 – To remark the emergency area (room for ambulance) at the main entrance to the Jubilee Hall, the fire exit "clear way" outside the Bush room. The cross hatch, the "in / out" signs and further cross hatch between the gates of the Youth Centre Car Park.

Action to Clerk

8.3. Field Store – (RE – PF130805-5) enquiries were made relating to the condition of the field store. The clerk took the advice from a local builder who confirmed that the condition of the field store was satisfactory and there would be no requirement for replacing for at least ten years as long as the damage to the structure at the door way was repaired. A quote of £640 plus VAT was given to make good the damaged area.

Committee requested that (PS) look at this in depth relating to budget and the use of the field store as an income generator through storage charges. (PS) requested that he meet with Clerk prior to the next Parish Council meeting.

F131007-4 – To arrange to meet with (PS) to discuss above.

Action to Clerk

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised by Cllrs Alison Peters & John Cutland during September 2013

Details	Chq. no	£
Grounds Maintenance Contract	2311	1038.20
Water Usage – Cemetery	2312	21.39
Photocopies	2313	16.60
Post Office – Stamps	2314	13.20
BT-Outgoing Calls from Office	2314	47.70
Horders – Envelopes	2314	5.49
Staples - Paper	2314	58.00
Zip Wire Sign	2314	50.00
Insurance Renewal	2315	2817.19
Business Broadband	2316	21.39
Salary - Cemetery Caretaking	2317	88.19
Salary – Inspections + Bus Shelter	2318	294.25
Clerk Salary + Expense	2319	1183.35
Total Payments		£5654.95

9.2. Payments authorised by Cllrs Alison Peters & John Cutland

Details	Chq. no	£
Litter Bin Empty - June-August 2013	2320	99.14
Grounds Maintenance Contract-Sept	2321	1038.20
Cemetery Holiday Cover+ Bus Shelters	2322	74.54
Commissioning of Zip Wire	2323	300.00
Dog Bin Empty - June-August 2013	2324	143.21
Total Payments		£1655.09

9.3. Recent Receipts

Details	Ref.	£
Deed of Grant & Internment – Plot 66	Inc2245	125.00
Pitch Hire – 2012-13 season	Inc2246	207.90
Allotment Plot 21	Inc2247	26.25
Interest	N/A	1.82
Total Receipts		£360.97

10. Policy Documents

F130701-5 - Documents that form the Policy Set for the Council and the schedule for review has been placed on the action list for a target completion date by Sept 31st.

11. Correspondence

- 11.1 Complaints have been received relating to the heavy traffic on the A38 predominantly due to the recent motorway diversions but also due to the distribution depots located in Thornbury. (PS) highlighted that Alveston PC raised objections to the existence of the depots at the time of their construction. Concern was raised over the fact that it is believed that the vehicles that use the A38 between the hours of 01.00AM and 05.00AM are regularly breaking the speed limit and the resultant noise levels are intolerable for local residents. (PS) expressed sympathy as he also experiences these issues first hand.

F131007-6 – Clerk to write to the police on behalf of the residents on the A38 expressing concerns relating to speeding vehicles at unsocial hours.

Action to Clerk

- 11.2 A complaint was received relating to the tipping of grass cuttings at the entrance to the foot path on the south side of Old Gloucester Road. Clerk had inspected this and found that the degree of tipping was unacceptable and as a result wrote and distributed a letter to the residents of Old Gloucester Road requesting that the practice ceases and to be vigilant and report any further incidences. The letter also explained alternative locations for the disposing of garden waste.

- 11.3 The planning committee received a request to carry out an inspection of premises which are outside the parish boundaries. Considering the premises are outside the remit of the planning committee it was agreed that the clerk write to explain options.

F131007-7 – Clerk to reply

Action to Clerk

- 11.4 Request for Bus Shelter or Seat at the Bus stop at Beanhill Crescent on Down Road.

F131007-10 – Clerk to reply and include on agenda at next FP & A meeting.

Action to Clerk

12. Any other business

- 12.1 Insurance matters – Consideration was given to insurance relating to the Jubilee Hall car park insurance as this is no longer covered by the Parish Council policy. The Jubilee Hall management committee are investigating options and will report back to the Parish Council.
- 12.2 Jubilee & Lime Kiln Fields – Land registration. Concerns were raised with regard to the ease at which the electric company (owner of the substation located within the grounds of the Youth Centre car park) was able to register the land it sits on with the Land Registry. As a matter of urgency the Clerk is to take steps to investigate whether all Alveston Parish Council Land is registered and if not to take steps to do so. Clerk had informed committee that the process had already begun and that the Council solicitor had been informed and that she would investigate accordingly.

F131007-8 – To consult with Jennie Rimmer (Sims, Cooke & Teague) to obtain cost for registering all PC land.

Action to Clerk

13.034 Resolved – To register all Alveston Parish Council Land (Propose (AP), second (AW))

- 12.3 Alveston Parish Assembly – 16th April 2014 – Due to a double booking by The Jubilee Hall with the WI it was requested that the Parish Assembly be moved to the Youth Centre.

F131007-9 – To arrange revised venue for Parish Assembly Meeting.

Action to Clerk

Meeting Closed – 21.00

**The next meeting of the Finance and General Purposes Committee is on
Monday 4th November at 7.30pm.**