

**Minutes of the Parish Council Meeting
Held on 15th March 2010 at 7.15 p.m. in The Jubilee Hall.**

Present: - Cllrs Terry Hunt (Chairman), John Head, John Veasey, Brian Davis, Mike Webb, Bernard Willcox, Brian Lee, Allison Peters, Peter Taylor, Shirley Holloway (SGC).

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. John Cutland, Mike Perry, Maggie Tyrrell (SGC).

Cllr John Veasey

The Chairman reported that a letter of resignation had been received from Cllr. John Veasey, the chairman of the Playing Fields & Open Spaces Committee. John had been a member of the Parish Council for many years, a member of the PF & OS Committee since 2001 and its chairman for the past 3 years. Taking a keen interest in the continued use of all the Council facilities, John had been a primary mover in ensuring the playing fields had been well maintained and fit for purpose. The Chairman proposed that a letter of thanks be sent to John.

Resolved: The Clerk to write a letter of thanks to John Veasey.

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 15th February 2010

Resolved: The minutes of the Parish Council meeting of Monday 15th February 2010 were signed by the Chairman as correct.

5.1. Matters Arising

P258. Thornbury Leisure Centre – Cllr Shirley Holloway reported that money had now been found by South Glos Council to upgrade the Thornbury Leisure Centre.

P259. Litter Bins O/S Marlwood - Cllr Shirley Holloway reported that SG were investigating their options and it seemed likely that a litter bin would be installed in the bus lay-by.

P261. 12.6. Parking near Rudgeway Park. – Cllr John Head noted that the cars parking in Rudgeway Park now increased the doubt over the validity of the Council notice board on the edge of the road.

5.2. Outstanding Actions

- 5.2.1. ***(18/5/09) Clerk to contact S Glos re. The request from Mrs Stella Allan for an additional street light in Davids Lane. Action to Clerk***

A letter had now been received from SG Electrical Manager explaining that because of lack of funds no additional street lighting was going to be considered in the foreseeable future. The Clerk had written to Mrs Allan with a copy of the SG Letter.
Action Closed.

- 5.2.2. **(21/9/09) Clerk to discuss with SG Planning Department whether any planning rules had been infringed by the installation of an externally opening door at the Post Office, Greenhill Parade.** **Action to Clerk**

SG Planning Enforcement team were investigating. (15/3/10)

- 5.2.3. **(21/9/09) Clerk to obtain costs for replacement litter bin.** **Action to Clerk**
No action taken to date. (18/1/10)

The Clerk suggested that as there was now a number of litter bins in the Parish that needed replacing, a short survey should be taken and the individual jobs undertaken as a single project. No changed action was agreed. (15/3/10)

- 5.2.4. **(19/10/09) Clerk to discuss with SG the possibility of improving the pedestrian access along Old Glos Rd. Also to contact The Ship with a view to encouraging them to cut their boundaries.** **Action to Clerk**

No action taken to date.

The Clerk reminded the meeting that the requirement was to allow for safer walking along the Old Gloucester Road as this was the obvious pedestrian route from Spencers Court to the village amenities (18/1/10)

Ongoing (15/3/10)

- 5.2.5. **(19/10/09) Clerk to add the replacement of the Parish map on the Greenhill Parade notice board to the next PC agenda** **Action to Clerk**

The Clerk reported that he had located two copies of the original painting and was in discussion with a company who could scan the painting with high definition and colour separation and supply a digital copy of the work. This could then be used to obtain a weatherproof version. Before undertaking the work, costs should be obtained.

Cllr Brian Lee had received an offer from a resident to photograph the current map and try and create a copy for laminating.

Both options were to be considered. - (18/1/10)

Ongoing (15/3/10)

- 5.2.6. **(19/10/09) Clerk to write to the householder at "Dalmeny" 4 Gloucester Rd. Alveston requesting that if work has been completed that they remove the scaffold over their house.** **Action to Clerk**

Letter sent by Clerk 25 Feb 2010. Action closed

- 5.2.7. **(19/10/09) Clerk to write an introduction to Alveston Parish Council to be included in the "Welcome Pack"** **Action to Clerk**

It is understood that a draft of the introduction was distributed to all councillors present for comment but not available for the minutes. (15/3/10)

- 5.2.8. **(19/10/09) Clerk to investigate costs and procedures of external Web site development & management.** **Action to Clerk**

The Clerk reported that he had made contact with a number of companies who will be providing more detail of the services they offer. He has also been discussing with neighbouring clerks the process they used and the company they engaged with. It is suggested that a small but enthusiastic sub-committee be formed to oversee the project. (18/1/10)

See proposals under item 13.1. (15/3/10)

6. Recommendations from Committees

- 6.1. **Planning** (meetings held 15th Feb, 1st Mar) - Cllr John Head reported on the meetings as in the minutes.

6.2. **Playing Fields & Open Spaces** –. No meeting

6.3. **Footpaths & Allotments** – (meeting 1st Mar) – Cllr Brian Davis

Cllr Brian Davis reported that once again, because of the impact of starting the Allotments, the committee was unable to devote much effort to footpaths although it is hoped to re-adjust the emphasis in the next few months.

Brian Davis attended an Environmental Link event recently and it appears that grants may be available to support the re-publication of the Walk books.

There were no reports of problems with the footpaths or any with the Bus Shelters.

Allotments – see item 10

6.4. **Finance and General Purposes** - (meeting 1st Feb) – Cllr Terry Hunt

6.4.1. Requests from the Community Forum referred from the Full Council meeting 15 Feb 2010.

6.4.1.1. PC100215-1 The Council to consider granting permission to bring animals onto the Recreation Ground for “The Show.” **Action to Council**

The committee recommended to allow animals to be brought on to the Jubilee/Lime Kiln Fields under the proviso that the Community Forum is responsible for repairing all damage and the clearing of any residue.

Resolved. To allow animals to be brought on to the Jubilee/Lime Kiln Fields during “The Show” under the proviso that the Community Forum is responsible for repairing all damage and the clearing of any residue.

6.4.1.2. PC100215-2 The Council to consider granting permission to allow vehicles on to the Recreation Ground for “The Show” for stall holders and as a car park. **Action to Council**

The committee recommends to allow small/medium vehicles on to the Jubilee/Lime Kiln fields subject to the state of the ground and weather conditions determined at a late inspection on the Friday prior to The Show. The car park to be sited adjacent to Greenhill near the Jubilee Hall gate and properly roped off and continuously marshalled throughout the event.

Resolved. To allow small/medium vehicles on to the Jubilee/Lime Kiln fields during “The Show” subject to the state of the ground and weather conditions determined at a late inspection on the Friday prior to The Show. The car park to be sited adjacent to Greenhill near the Jubilee Hall gate and properly roped off and continuously marshalled throughout the event.

6.4.1.3. PC100215-5 The Council to consider the request from the Community Forum to underwrite or donate the cost of hiring a marquee (approx £350) for “The Show.” **Action to Council**

The committee recommends that due to the pressures on the Council's 2010/11 budget we should decline the request to underwrite the marquee costs for The Show.

Since this recommendation was made, the Community Forum has been able to source the funding elsewhere and this action is no longer valid.

6.4.2. Supplementary Member of the Finance & GP Committee

The committee recommends to the Full Council that the membership of the Finance and General Purposes Committee be increased by one volunteer member of the full council. In the case of two volunteers, the committee member to be chosen by a full Council vote.

Resolved. That the membership of the Finance and General Purposes Committee be increased by one volunteer member of the full council. In the case of two volunteers, the committee member to be chosen by a full Council vote. The increased membership to be applied at the next Parish Council AGM.

It was agreed that all members should be circulated to establish which committees they would like to serve on.

100315-01 To request from each member an indication of which committees they would wish to serve on. **Action to Clerk**

7. Council Vacancy & PF & OS Committee Chairman.

The chairman explained that following John Veasey's resignation there was a vacancy as the chairman of the Playing Fields & Open Spaces Committee. Cllr Alison Peters had offered herself as a candidate for chairman and it was agreed that she should take over the role with immediate effect. However the role, as with other committee chairman roles, was to be ratified after the Parish Council AGM on May 17th.

Resolved. That Cllr Alison Peters be the chairman of the Playing Fields & Open Spaces Committee with immediate effect.

8. Representatives Reports.

8.1. Avon & Somerset Police.

None.

8.2. South Gloucestershire Council

Cllr Shirley Holloway

"Merlin" money – Cllr Tyrrell and Cllr Holloway were still having some difficulty in resolving the allocation of the fund.

Consideration is being given to the pedestrian crossing at The Cross Hands but other projects are still also being considered. There is no resolution as yet.

100215-10 To report progress on allocation of Merlin funds

Action to Cllrs Tyrrell & Holloway

8.3. Other Representatives

Environmental Link Meeting – Cllr Brian Davis reported on his attendance at the recent meeting. There appeared to be nothing statutory about the meeting although the agenda covered a wide range of subjects to do with the environment. Brian Davis had identified that there may be grants available for help towards re-publication of the Walks books and possibly the planting of wild flowers in the Cemetery.

Safer Stronger Community Group Meeting (4/3/10) – Cllrs Peter Taylor & Brian Lee reported on their attendance at the SSCG meeting.

HGV's in Earthcott - Peter Taylor reported that a well received presentation was given on the problems of HGV's using the road from Yate via Latteridge & Earthcott. Many problems were identified; about 17,500 tons is transported on this route daily. There was unanimous agreement from the meeting that this needs action (with good support from Shirley Holloway & Maggie Tyrrell). The problems are to be passed to South Glos Highway Engineers. There was a strong lobby for a reduction in the weight limit and the Parish Council was asked to support any actions the residents presented.

100315-02 To write to the SG Highways Department giving the Parish Council's support to a weight restriction on the B4427/B4059 between the A38 at Rudgeway and the B4058 at Iron Acton. **Action to Clerk**

Cllr Brian Lee reported the following:

Grass verge parking - S Glos policy re parking on grass verges (promised a year ago) hasn't happened; any problems reported will be dealt with on a case by case basis.

Parking at Greenhill Parade - actions were raised in the September SSCG meeting, including the possibility of getting this subject on the Task Register. These actions continue. Brian Lee wasn't

sure what could be done and asked if any member had a view on what they thought could be done so that we can in-feed to South Glos.

Speeding in Alveston - local volunteers started using the speed gun on 4/3/10. The speed sensor near Stony Stile road is gaining information for the safety of right hand turns into Greenhill Road. YC Car Park - the progress on securing the Youth Centre car park was noted at the meeting identifying the problem of costs for locking & unlocking.

Jubilee Hall Management Committee – Cllr Brian Davis reported that the Jubilee Hall had now been registered as a charity separate from the Alveston Recreation Ground Charity No. 301452, under registration number 1134808.

9. Community Forum

The Community Forum had recently held its first AGM and the minutes together with the Secretary's report had been emailed to all Parish Councillors.

Cllr Brian Lee summarised the current status of the Forum:

A new chairman, Phil Squires, had been elected with the secretary and treasurer remaining for a further year (Elaine Lee and Bob Walters).

Constitution – some minor amendments had been made to the constitution to define the timing of the AGM. Equality, Mission and Vision Statements had all been agreed and formalised within the constitution.

Alveston Parade project – this project is progressing well with donations already received and the possibility of further sponsorship being investigated. Construction work is to start early in April.

The Show – Progress is being made with most of the ambitious plans and the CF are confident that if the weather is good, this should be an excellent day for the community.

Other Actions – The CF continue to monitor and encourage all the actions on the plan and are particularly keen to see early action with the Youth Club and the Parish Web Site.

10. Allotments

Cllr Brian Davis gave an update report on the progress of the Allotments.

Progress, however slow, is being made towards obtaining the lease on the land.

Mrs Hawkins had given permission for the allotment holders to commence cultivation. The Clerk had been instrumental in ensuring a formal permit was issued with an agreement to abide by the rules that will be in force once the Parish Council lease is arranged.

The first allotments were occupied today.

11. Correspondence

11.1. Correspondence for Information

Listed in Appendix A

11.2. Correspondence for Action

11.2.1. SG Council - Reply from SG Electrical Manager re. Request for additional lighting in Davids Lane. See actions item 5.2.1.

11.2.2. SARA - Grant request. Referred to grants process.

12. Authorisation of Payments.

12.1. Payments authorised.

Payments - Payments authorised at the Finance Committee 1st Mar 2010 are listed below

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance - February 2010	1712	1,181.36
HSBC (Midland Forestry)	Tree works at Jubilee Field	1713	611.00
	Total expenditure		1,792.36

Payments - Payments authorised by Cllrs Peter Taylor & Brian Davis.

Payee	Details	Chq. no	£
D Biddle	Cemetery caretaking	1715	103.43
B Painter	Playground Insp & Bus Shelter Cleaning - Mar 2010	1716	218.00
R Phillips	Salary & expenses	1717	1,238.28
HM Revenue & Customs	Tax and N.I - Jan, Feb, Mar. 2010	1721	1,276.89
Signet Signs Ltd	Signs for YC Car Park & Field	1720	507.60
C.F.S.	Photocopier Service - Mar 2010	1719	23.09
Virgin Media Business	Broadband to 27 April 2010	1718	25.85
	Total expenditure		3,393.14

12.2. Income Received

Income noted at the Finance Committee 1st Mar 2010 is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to Feb 5th 2010 (net of costs)	dc	-0.02
Co-operative Bank	Untaxed Interest to 5th Feb 2010	dc	-6.37
Mr & Mrs T Curtis	Grant Remains Plot 1	inc 1617	-34.00
	Total expenditure		-40.39

Income Received

Payee	Details	Chq. no	£
Thornbury Baptist Church FC	Payment interim invoice 09/01	inc 1617	-264.00
	Total expenditure		-264.00

Resolved – That all payments and income presented to the meeting were accepted.

13. Any Other Business

13.1. Parish Council Web Site

The Clerk reported on a meeting he had attended with Claire & Paul Jaggard who run the “My Thornbury” Web Site. After a great deal of consideration, the offer on the table is that we allow the use of our domain “alveston.org”; Claire and Paul construct an Alveston web site similar in feel and content to the “My Thornbury” site. We will have our Parish Council “home” page listed on the index and they will host all the

information pages we want to post. I will be required simply to feed them all the data I want posted and they do the rest.

They would offer the same facility to all the other Alveston organisations giving the look and feel of a truly community Web site. Whenever a date related item is posted by anyone, it will be automatically noted on the diary of events and individual articles will also be allowed. As with their sites there would be advertising that would be relevant to the people of Alveston and would obviously include some of the Thornbury adverts. Claire derives her income and the costs of the hosting from the adverts.

The Council had previously been circulated with a great deal of detail of the concept and so only supportive comments had been received. The Council was asked to formally resolve to agree the offer from Claire & Paul Jaggard.

Resolved – That Alveston Parish Council agrees to work with Claire and Paul Jaggard to create a re-modelled “alveston.org” community web site.

13.2. Street Trading Licences

The SG License Panel hearing for the license application from “Simply Delicious” – A38 lay-by Rudgeway is on Tuesday 6th April at 10.00am. Councillors were asked to consider giving their support to the residents by attending the hearing.

There were no volunteers.

13.3. Annual Parish meeting agenda and contributions. (14th April)

The agenda for the meeting was agreed in a similar format to that used in 2009.

The Clerk would contact the chairmen of the various committees to seek someone to give the report.

Chairman’s report. It was suggested that in the chairman’s report, particular reference should be made to those people who help to make the community a better place. Particular mention could be made of those in the Community Forum, Litter Busters and Helmet teams. Others may also be mentioned.

13.4. Properties in Davids Lane

Cllr Shirley Holloway reported that she had followed up with the SG Planning team to ensure that the requirements of the developers of the new properties at the end of Davids Lane were being met.

13.5. Car park markings in YC car park

Cllr Brian Lee asked what action could be taken to improve the markings in the YC car park, particularly the Disabled bay.

The Clerk reported that spray paint and a wheeled applicator were available if required.

The meeting closed at 9.20 pm.

Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
10-Feb-10	L	SG	Invoice for £15.27	Clerk Action	10-Feb-10	Y
10-Feb-10	L	SG Planning	Withdrawn application - 8 Thornbury Rd	Clerk Action	10-Feb-10	Y
10-Feb-10	L	SG Planning	Consent - Berkeley Vale Motors	Clerk Action	10-Feb-10	Y
13-Feb-10	L	SG Democratic Services Officer	Allowances for members	Clerk Action	15-Feb-10	Y
15-Feb-10	L	Victim Support	Funding Request	Clerk Action	15-Feb-10	Y
16-Feb-10	E	Ian Martin	Complaint about lack of communication re. Allotments	Clerk Action	17-Feb-10	Y
17-Feb-10	L	Energy Saving Trust	Joining Green Communities	File cc. Distribution	17-Feb-10	N
19-Feb-10	L	The Co-operative Bank	Statement	Clerk Action	23-Feb-10	Y
19-Feb-10	L	SG Planning	Application - Alveston Grange	Clerk Action	23-Feb-10	Y
19-Feb-10	L	SG Planning	Application - The Nook. 40 Rudgeway Park	Clerk Action	23-Feb-10	Y
19-Feb-10	L	Magnox North	Invitation to join Community Event	File cc. Distribution	23-Feb-10	N
19-Feb-10	L	ALCA	Notice - Special General Meeting	File cc. Distribution	23-Feb-10	N
20-Feb-10	L	Greenfields	Quotation re. Cemetery Fencing	Clerk Action	23-Feb-10	Y
20-Feb-10	L	Midland Forestry	Invoice - £611.00	Clerk Action	23-Feb-10	Y
20-Feb-10	L	SG Planning	Application - 30 Strode Common	Clerk Action	23-Feb-10	Y
22-Feb-10	L	ALCA	Invoice - £25.00 - training	Clerk Action	23-Feb-10	Y
22-Feb-10	L	Wicksteed Playscapes	Brochures	File cc. Distribution	23-Feb-10	N
22-Feb-10	L	Sims Cook & Teague	Meeting note & revised lease	Clerk Action	23-Feb-10	N
22-Feb-10	E	Peter Watson	Request for view of all FP & A committee minutes for 2009. (Allotments access)	Clerk Action	24-Feb-10	Y
23-Feb-10	E	SG Design & Print	Newsletter	File cc. Distribution	23-Feb-10	N
24-Feb-10	L	Bank of Ireland	Statement	Clerk Action	24-Feb-10	Y
26-Feb-10	L	T Curtis	Payment for Cemetery plot 1	Clerk Action	01-Mar-10	N
26-Feb-10	L	Ashley Chains	Invoice - £100.71	Clerk Action	01-Mar-10	Y

ALVESTON PARISH COUNCIL

Full Council

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
26-Feb-10	L	Bristol Water	Quotation for water supply connection to Allotments	Clerk Action	01-Mar-10	Y
26-Feb-10	L	SG Deaf Ass.	Newsletter Issue 37	Clerk Action	01-Mar-10	N
26-Feb-10	L	SG	Fairtrade Directory 2010 (Councillor distribution)	Clerk Action	01-Mar-10	N
01-Mar-10	L	Woodmans Fencing	Quotation re. Cemetery Fencing	Clerk Action	01-Mar-10	Y
01-Mar-10	L	York Fencing	Quotation re. Cemetery Fencing	Clerk Action	01-Mar-10	Y
01-Mar-10	L	CRK Garden Manicures	Invoice - £1,181.36	Clerk Action	01-Mar-10	Y
01-Mar-10	L	R. Kesler	Copy - response re. Simply Delicious license renewal	Clerk Action	01-Mar-10	Y
01-Mar-10	L	SG Planning Enforcement	Planning Enforcement Investigation - 1 Greenhill Parade, installation of door in external wall	Clerk Action	13-Jan-00	Y
01-Mar-10	L	Bristol Water	Notification of work at Allotment Site	Clerk Action	01-Mar-10	Y
05-Mar-10	L	Virgin Media	Invoice £25.85	Clerk Action	08-Mar-10	Y
05-Mar-10	L	CFS	Invoice (23.09)	Clerk Action	08-Mar-10	Y
05-Mar-10	L	SG Planning	Application - Land nr Conygre Farm	Clerk Action	08-Mar-10	Y
05-Mar-10	L	ALCA	Newsletter March 2010	File cc. Distribution	08-Mar-10	N
05-Mar-10	L	NALC	Legal Brief - Model Code of Conduct	File cc. Distribution	08-Mar-10	N
05-Mar-10	L	NALC	Legal Brief - Level of Burial Fees	File cc. Distribution	08-Mar-10	N
05-Mar-10	L	SG Council	Reply from Electrical Manager re. Request for additional lighting in Davids Lane.	Clerk Action	08-Mar-10	Y
05-Mar-10	L	SLCC	The Clerk March 2010	File cc. Distribution	08-Mar-10	N
05-Mar-10	L	CPRE	Village of the Year Entry Forms - passed to Elaine Lee (Community Forum)	Clerk Action	08-Mar-10	N
06-Mar-10	L	Clerks & Councils Direct	Issue 68	File cc. Distribution	08-Mar-10	N
06-Mar-10	L	Associated Surfaces & Materials	Brochure	File cc. Distribution	08-Mar-10	N
06-Mar-10	L	SSP Water & Play	Brochure	File cc. Distribution	08-Mar-10	N

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
06-Mar-10	L	Pro-Teq	Brochure	File cc. Distribution	08-Mar-10	N
06-Mar-10	L	NALC	LCR - Spring 2010	File cc. Distribution	08-Mar-10	N
09-Mar-10	L	Thornbury Baptist Church FC	Invoice payment - £264.00	Clerk Action	10-Mar-10	Y
09-Mar-10	L	Sims Cook & Teague	Lease - search results for highways and footpath	Clerk Action	10-Mar-10	N
10-Mar-10	L	SG Planning	Refusal - South View Farm	Clerk Action	10-Mar-10	Y
10-Mar-10	L	SG Planning	Permit - 60 Bannetts Tree	Clerk Action	10-Mar-10	Y
10-Mar-10	L	SARA	Grant request	Clerk Action	10-Mar-10	Y