

**Minutes of the Parish Council Meeting  
Held on 19<sup>th</sup> April 2010 at 7.15 p.m. in The Jubilee Hall.**

**Present:** - Cllrs John Cutland (Chairman), Terry Hunt, Brian Davis, Bernard Willcox, Maggie Tyrrell (SGC).

Bob Phillips (Clerk)

### **1. Apologies for Absence**

Cllrs. Allison Peters (work), Peter Taylor (holiday), Brian Lee (holiday), John Head (illness), Mike Webb (work), Shirley Holloway (SGC).

**Cllr Mike Perry** - Cllr John Cutland reported to the meeting that the Council had received a letter of resignation from Cllr Mike Perry. John Cutland in accepting the resignation thanked Mike Perry for the time and effort he had spent as a councillor.

The Returning Officer had been informed.

### **2. Evacuation Procedure**

The evacuation procedure was noted

### **3. Public Participation**

Mrs Susan Wildman attended the meeting.

Mr Les Forrest, Parish Council nominated Governor of St Helen's School reported to the Council.

On 16<sup>th</sup> March 2010 the school had 203 pupils, a year ago there were 214 and the prediction for 2010/11 is 188 with 185 the year after. There were no expectations that this trend would be reversed.

Les Forrest expressed the view that one of the key reasons why the school roll would continue to fall was the lack of housing in the area suitable for young families. There appeared to be no requirement to ensure some "low cost" housing is included in small developments as is evident in all three recent sites in Alveston where all the new houses are larger and very expensive. SG Planning department have confirmed that only where a rural development is greater than 5 properties are they obliged to build an "affordable" house.

The school have tried to satisfy the needs of the "modern" parent with "breakfast" and "after-school" clubs but still the roll numbers are falling. The key issue with falling numbers is that the funds made available to the school have a direct relationship to the roll numbers. Eventually, if numbers continue to fall, the school could be, at worse, in jeopardy and at best, lacking in development budget.

Les Forrest explained that he felt one of the best ways to avoid further reduction in school numbers was to encourage more housing development in the Parish. With few viable plots within the current settlement boundaries, he felt the only way forward was to gain a relaxation in the Green Belt around the communities. With South Glos Council seeking a Parish Council response to its Core Strategy, this was a good time to put forward a call for the relaxation of the Green Belt. The potential problem was further exacerbated by the rural strategy in the draft document which proposes that the boundaries around rural settlements are maintained for the first 5 years of the Core Strategy. This would effectively stop all but the most minor developments in the Parish until at least 2016.

Les reminded the Council that the Parish Plan had shown 55% of the respondents supported further development in the Parish. However, only a very small number favoured expansion into the Green Belt. Of those who wanted more housing, there was a strong preference for small (1-2 bedrooms) houses. To make the situation even more confusing, preserving green spaces is

considered by the Parish Plan to be one of the most important means of enhancing the Parish environment.

Les Forrest called on the Parish Council to request that the Core Strategy is modified to allow a level of development adjacent to rural settlements thus ensuring rural communities continue to grow. Les suggested that the Parish Plan confirms that this was the wish of the Community and should be supported.

Cllr Maggie Tyrrell supported the suggestion to seek change to the Core Strategy if there was sufficient support as this was the guidance with which the Planners would work in the coming years.

Cllr Terry Hunt commented that he was not entirely sure that the falling numbers at St Helen's School were due to lack of local children and that we should seek some clarity on that supposition.

Terry Hunt was also not convinced that the Parish Plan actually gave a clear mandate about new housing and suggested that, if we had the time, further community consultation should be carried out.

Maggie Tyrrell offered to discuss with the Planners whether they could help us with our response to the Strategy, suggesting that they may well be prepared to accept that we already had community-based information on which to focus our response. We would try and arrange for one of the strategic planners to visit the Parish Council and discuss our issues.

In thanking Les Forrest for his Council briefing, Cllr John Cutland suggested that we should gather all the relevant documentation together for a discussion at the next Parish Council meeting, where, hopefully more members would be in attendance.

#### 4. Declaration of Interests

None

#### 5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 15<sup>th</sup> February 2010

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

##### 5.1. Matters Arising

None

##### 5.2. Outstanding Actions

##### 5.2.1. *(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)

Planning Enforcement investigation by SG completed. Yes, the door is a breach of planning control but will not pursue the breach as development deemed OK. (25/3/10)

**Action Closed**

##### 5.2.2. *(21/9/09) Clerk to obtain costs for replacement litter bin. Action to Clerk*

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)

- 5.2.3. ***(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 (19/4/10)

- 5.2.4. ***(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 (19/4/10)

- 5.2.5. ***(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)

Task completed by Cllr. John Head.

**Action Closed**

- 5.2.6. ***(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)

**Resolved** – That Alveston Parish Council agrees to work with Claire and Paul Jaggard to create a re-modelled "alveston.org" community web site (15/3/10)

**Action closed**

- 5.2.7. ***100215-10 To report progress on allocation of Merlin funds***

***Action to Cllrs Tyrrell & Holloway***

Maggie Tyrrell reported that they were still awaiting feedback from the SG Highways department over the costs and feasibility of providing a street crossing at the Cross Hands. (19/4/10)

- 5.2.8. ***100315-01 To request from each member an indication of which committees they would wish to serve on.*** ***Action to Clerk***

An email had been sent to each member requesting an early view. (19/4/10)

- 5.2.9. ***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***

No action to date. (19/4/10)

## **6. Recommendations from Committees**

- 6.1. **Planning** (meetings held 12<sup>th</sup> & 19<sup>th</sup> April 2010) - Cllr John Head reported on the meetings as in the minutes.

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

6.3. **Footpaths & Allotments** – No meeting

6.4. **Finance and General Purposes** - (meeting 12<sup>th</sup> April) – Cllr Terry Hunt

6.4.1. Final Accounts 2009/10

The Committee had examined the Final Accounts, Accounting and Annual Governance Statement 2009/10 as presented by the Clerk/RFO and recommended that they be accepted by the Full Council.

**Resolved:** The Final Accounts, Accounting and Annual Governance Statement 2009/10 are accepted as accurate

## 7. Council Vacancy

The Clerk had posted the vacancy notices and was now waiting on the confirmation from the Electoral Officer that we could co-opt new councillors.

## 8. Representatives Reports.

8.1. **Avon & Somerset Police.**

Cllr Terry Hunt gave the meeting some feedback on his experiences with the Community Speed Watch. He felt that the presence of several residents in HV Jerkins standing on the side of the road may well have a greater effect than the speed gun. The project was continuing with some success.

8.2. **South Gloucestershire Council**

Cllr Maggie Tyrrell commented that the Davids Lane/A38 junction was now the subject of a SG road survey but that the Parish Council should be assured that before any plans were drawn up, considerable consultation would take place.

8.3. **Alveston Trust**

Cllr Bernard Willcox reported on meetings of the Alveston Trust that he had attended. He expressed some concern that the Trust seemed to have lost its way and that some members appeared unsure why they were in existence. It was obvious that the procedures that had operated for many years and used to identify recipients for donations and the rules governing how the amounts were determined were now woefully out of date and a new set of procedures should be drawn up. Bernard Willcox asked what remit the Parish Council had with the Trust.

***100419-1 To clarify the Council's responsibilities with the Alveston Trust.***

***Action to Clerk***

## 9. Community Forum

The report was given at the Annual Parish Meeting.

## 10. Allotments

The Clerk reported that all plots were now under cultivation although we were still waiting on the land-owners solicitor to progress the lease. The Parish Council solicitor was urging that the task be completed.

Although there were still some issues with neighbours, it is hoped that with time and some level of compromise and good neighbourliness by plot-holders any issues will be lessened.

Apart from the legal aspects, the main outstanding issue is the provision of a water supply. This is being pursued by the Clerk together with the plot-holders.

**11. Correspondence**11.1. Correspondence for Information

Listed in Appendix A

11.2. Correspondence for Action

1.1.1. SG Council - Reply from Electrical Manager re. Request for additional lighting in Davids Lane.

1.1.2. SARA - Grant request

**12. Authorisation of Payments.**

## 12.1. Payments authorised.

Payments - Payments authorised at the Finance Committee 12<sup>th</sup> April 2010 are listed below

Payee	Details	Chq. no	£
South Gloucestershire	Cemetery Rates April	dd	57.88
South Glos Council	Emptying & Mtce of Dog Waste Bins 1 Dec - 31 Mar	1723	116.09
CRK Garden Manicures	Grounds Mtce to 31 March 2010	1722	909.45
Virgin Media Business	Broadband up to 27 May 2010	1725	25.85
ALCA	Annual Subscription	1726	557.63
CPRE	Annual Subscription	1727	29.00
South Glos Council	Emptying Litter Bins Jan - Mar 2010	1724	46.81
	Total expenditure		1742.71

Payments – Payments authorised by Cllrs Brian Davis and Bernard Willcox

Payee	Details	Chq. no	£
GB Sport & Leisure	Cricket safety net & swing seats	1728	481.75
B Painter	Salary - April 2010 - playground Inspections	1729	102.20
R Phillips	Salary, Expenses & purchases - April 2010	1730	1,074.13
D Biddle	Salary - April 2010 - Cemetery caretaking	1731	82.83
Kathy Edmond	John Dyer Award expenses	1733	20.08
CFS	Photocopy Services	1732	15.19
Mrs F Houghton	Refreshments Annual Parish meeting	1734	2.07
	Total expenditure		1,778.25

## 12.2. Income Received

Income noted at the Finance Committee 12<sup>th</sup> April 2010 is listed below

Payee	Details	Chq. no	£
Co-operative Bank	interest to 5-Mar-2010	dc	-5.76
D.M.Coster	Grant Grave Plot 64	inc1740	-147.00
	Total expenditure		-152.76

## Income Received

Payee	Details	Chq. no	£
Thornbury Falcons FC	Pitch Hire 16/8/09 to 30/3/10	inc 1741	-451.00
	Total expenditure		-451.00

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

### 13. Any Other Business

#### 13.1. Parish Council Web Site

Progress with preparing data for the new web-site has been slow. With the amount of work to prepare for the end-of-year finances and audit, it was unlikely that much progress would be made before May.

#### 13.2. South Glos Core Strategy

To be discussed at the next meeting.

#### 13.3. SG price rises

The Clerk informed the meeting of the new charges for litter and dog bin clearing.

#### 13.4. Grounds Maintenance Contract

The Clerk reported that under the contract with CRK Garden Manicures, the 3-year contract was subject to increase in line with the RPI each year on April 1<sup>st</sup>. This, the final year of the current contract, the RPI in February was 3.7% and it was recommended that the contract should be increased by that amount.

**Resolved:** The contract with CRK Garden Manicures be increased by 3.7% as from April 1<sup>st</sup> 2010.

#### 13.5. Clerks Remuneration

Cllr John Cutland recommended that the Clerk's salary should be increased to Point SCP29 of the NJR salary scale commencing 1st April 2010 following a review of his performance.

**Resolved:** The Clerk's salary should be increased to Point SCP29 of the NJR salary scale commencing 1st April 2010.

The meeting closed at 9.45 pm.

## Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
22-Mar-10	L	SGC Planning	Permit - 84 Glos Rd. Rudgeway	Clerk Action	23-Mar-10	Y
22-Mar-10	L	SGC Planning	Refusal - Wychwood. Church Rd. Rudgeway	Clerk Action	23-Mar-10	Y
22-Mar-10	L	ALCA SG Area Group	Meeting Agenda for 8th April and previous minutes	File cc. Distribution	23-Mar-10	N
22-Mar-10	L	Sims Cook & Teague	Request for more information and acknowledgement of PC responses.	Clerk Action	23-Mar-10	N
22-Mar-10	L	SG Planning	Application - Hilltop - Old Glos Rd	Clerk Action	23-Mar-10	Y
22-Mar-10	L	Mazars	Notice of audit of Accounts for yr. End 31/3/2010	Clerk Action	23-Mar-10	
22-Mar-10	L	SG DAG	Newsletter March 2010	File cc. Distribution	23-Mar-10	N
22-Mar-10	L	Summers Memorial Masons	Memorial Plot 60 - Head	Clerk Action	23-Mar-10	N
22-Mar-10	L	CPRE	Subscription request	Clerk Action	23-Mar-10	Y
24-Mar-10	L	SG Council	Invoice - Litter Bins £46.81	Clerk Action	24-Mar-10	Y
25-Mar-10	L	SG Council	Invoice - dog waste bins £116.09	Clerk Action	25-Mar-10	Y
25-Mar-10	L	Bank of Ireland	Statement	Clerk Action	25-Mar-10	Y
25-Mar-10	L	Bank of Ireland	Cheque Book	Clerk Action	25-Mar-10	N
26-Mar-10	L	ALCA	Notice of subscription and invoice for £557.63	Clerk Action	29-Mar-10	Y
27-Mar-10	L	Filton College	Invitation to Prize Day 2010	File cc. Distribution	29-Mar-10	
27-Mar-10	L	SG Planning Enforcement	Response to planning enforcement investigation. "Installation of door at 1 Greenhill Parade"	Clerk Action	29-Mar-10	Y
29-Mar-10	L	SG Licensing Dept.	Notice of Licensing Panel Hearing - April 6th 10.00am.	Clerk Action	29-Mar-10	N
01-Apr-10	L	Mrs D M Coster	Payment £147.00 - Deed of Grant Plot 64	Clerk Action	10-Apr-10	N
03-Apr-10	L	SG Planning	Application - Dial House, The Street	Clerk Action	07-Apr-10	Y
03-Apr-10	L	WSE Ltd	Wayleave change request	Clerk Action	07-Apr-10	Y
06-Apr-10	L	ALCA	Newsletter April 2010	File cc. Distribution	07-Apr-10	N

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
06-Apr-10	L	NALC	Legal Briefing L02-10	File cc. Distribution	07-Apr-10	N
06-Apr-10	L	CPRE	Fieldwork April 2010	File cc. Distribution	07-Apr-10	N
06-Apr-10	L	HM Rev & Cust	Tax Code Advice	Clerk Action	07-Apr-10	N
06-Apr-10	L	Maureen Sandford	Alveston Charities - Statement of Account	Clerk Action	07-Apr-10	N
07-Apr-10	L	SG Electoral Services	Casual vacancy acknowledgement	Clerk Action	10-Apr-10	N
08-Apr-10	L	SG Partnership	Our News - Spring 2010	File cc. Distribution	08-Apr-10	N
08-Apr-10	L	SG Planning	89 Glos Rd. Rudgeway - Notice of Appeal	Clerk Action	10-Apr-10	Y
08-Apr-10	L	SG Planning	Courville Close - Refusal (Tree works)	Clerk Action	10-Apr-10	Y
09-Apr-10	L	Virgin Media	Invoice - £25.85	Clerk Action	10-Apr-10	Y
10-Apr-10	L	CVS South Glos	Newsletter 33	File cc. Distribution	10-Apr-10	N
10-Apr-10	L	Oldbury SSG	Meeting agenda & Report	File cc. Distribution	10-Apr-10	N
10-Apr-10	L	Alveston CC	Signed Hire agreement	Clerk Action	10-Apr-10	N
10-Apr-10	L	Co-operative Bank	Statement 16/3/10	Clerk Action	10-Apr-10	N
13-Apr-10	L	CFS	Invoice £15.19	Clerk Action	13-Apr-10	Y
13-Apr-10	L	Communities & Local Government	Increase in Level of Small Business Rate Relief	File cc. Distribution	13-Apr-10	N
13-Apr-10	T	Paul Staight (SG Audit)	Internal Audit dates 18th & 19t May	Clerk Action	15-Apr-10	Y
14-Apr-10	L	GB Sport & Leisure	Invoice £481.75	Clerk Action	15-Apr-10	Y
14-Apr-10	L	Thornbury Falcons FC	Payment £451.00	Clerk Action	15-Apr-10	Y