

**Minutes of the Annual General Meeting 2010  
Held on 17<sup>th</sup> May 2010 at 7.15 p.m. in The Jubilee Hall.**

**Present:** - Cllrs John Cutland (Chairman), Terry Hunt, Brian Davis, Mike Webb, Peter Taylor, Brian Lee, Allison Peters, Maggie Tyrrell (SGC).

Bob Phillips (Clerk)

**1. Apologies for Absence**

Cllrs. John Head (illness), Bernard Willcox (holiday), Shirley Holloway (SGC).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Public Participation**

Mr Peter Wildman attended the meeting

**4. Declaration of Interests**

None

**5. Election of Chairman of the Council.**

Nominations Received. Cllr John Cutland (Terry Hunt, Alison Peters)

Cllr John Cutland was elected unopposed as chairman of Alveston Parish Council and signed the declaration of acceptance of office in the presence of the Parish Clerk.

**6. Election of Vice Chairman of the Council.**

Nominations Received. Cllr Terry Hunt (Peter Taylor, Brian Davis)

Cllr Terry Hunt was elected unopposed as vice-chairman of Alveston Parish Council and signed the declaration of acceptance of office in the presence of the Parish Clerk.

**7. Appoint representatives to outside bodies**

<b>Body or Group</b>	<b>Representative 20010/11</b>
Alveston Community Forum	Cllr Brian Lee
Alveston Trust (formerly Alveston Charities)	Cllr Bernard Wilcox
John Dyer Award Committee	Kathy Edmonds
Jubilee Hall Management Committee	Cllr Peter Taylor.
Oldbury Site Stakeholders Group	Cllr Bernard Wilcox
Safer Stronger Community Group	Cllr Brian Lee
Sevenside Environmental Link Group	Cllr Brian Davis & deputy Cllr Brian Lee
St Helen's Board of Governors	Mr Les Forrest
Thornbury Library Committee	representative from Community Forum

Youth Centre Management Committee

Cllr Peter Taylor

## **8. Appoint Membership of Committees.**

The Parish Council Chairman and Vice Chairman are members of all committees.

The Chairman proposed that the completion of committee membership should be deferred until all Council member vacancies have been filled. Committee vacancies would be advised.

**Planning Committee** (3 members) – Cllrs. Mike Webb and Brian Lee were appointed. (1 vacancy)

**Footpaths & Allotments Committee** (3 members) – Cllrs. Brian Davis and Peter Taylor were appointed. (1 vacancy)

**Playing Fields & Open Spaces Committee** (5 members) – Cllrs. Alison Peters, Mike Webb and Bernard Willcox were appointed (2 vacancies).

**Finance & General Purposes Committee** (all committee chairmen + 1 member) – Each committee chairmen would be appointed. (1 vacancy)

## **9. Appoint Chairman of Committees.**

Planning Committee – Cllr Brian Lee was appointed Chairman

Footpaths & Allotments Committee – Cllr Brian Davis was appointed Chairman

Playing Fields & Open Spaces Committee – Cllr Alison Peters was appointed Chairman

## **10. Chairman's Closing Statement.**

In closing the 2010 Alveston Parish Council AGM, the chairman, Cllr John Cutland thanked all the councillors for their support during the past year.

John was very sorry to announce that Cllr John Head had decided that after many years as a council member and chairman, he was to stand down. The Chairman gave thanks the time and effort that John had given to the Council and particularly for the help he had given during his own early period as Council Chairman. A letter of thanks would be sent.

With three vacancies on the Council, it was important for everyone to give their full support to meetings as, especially during the holiday season, there is a danger of not being quorate. It is hoped to fill the vacancies by co-option and we are currently seeking volunteers.

John wished everyone well for the coming year and hoped that the Council continued to earn the respect and support of the community it serves.

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Bob Phillips (Clerk)

### 1. Apologies for Absence

Cllrs. John Head (illness), Bernard Willcox (holiday), Shirley Holloway (SGC).

### 2. Evacuation Procedure

The evacuation procedure was noted

### 3. Public Participation

Mr Peter Wildman attended the meeting

### 4. Declaration of Interests

None

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

Parish Council meeting of Monday 19<sup>th</sup> April 2010

**Resolved:** The minutes of the Parish Council meeting of Monday 19<sup>th</sup> April 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 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)

Action from F & GP Meeting - It was agreed to create a small project where the Clerk would prepare some maps of the Parish and an identification list as a pack which volunteer Council members would use to each survey a part of the Parish. This would create a complete survey of the Parish's litter and dog bins, their location, type and condition.

**F100510-1 The Clerk to prepare Litter/Dog Bin Survey Packs.**

**Action to Clerk**

##### 5.2.2. **(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 (17/5/10)

5.2.3. **(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 (17/5/10)

5.2.4. **100215-10 To report progress on allocation of Merlin funds**

**Action to Cllrs Tyrrell & Holloway**

Maggie Tyrrell gave a further report about providing a street crossing at the Cross Hands. The crossing is included in the Local Transport Plan under school travel plans. Maggie is seeking clarification about this plan.

Ongoing (17/5/10)

5.2.5. **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)

**Action closed (17/5/10)**

5.2.6. **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**

The Clerk is investigating the argument and people involved in the protest. Cllr Peter Taylor will identify the key people. (17/5/10)

## 6. Recommendations from Committees

6.1. **Planning** (meetings held 10<sup>th</sup> May 2010) - Cllr John Cutland reported on the meetings as in the minutes.

6.2. **Playing Fields & Open Spaces** –. (meeting held 10<sup>th</sup> May 2010) – Cllr Alison Peters

The committee recommends to Full Council to make a “Gift of Thanks” to Len Clarke for his service to the Community at the Millennium Garden. This was agreed and the sum of £50 should be allocated.

**100517-02 To write a letter of thanks and arrange a cheque for Len Clarke.**

**Action to Clerk**

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

6.4. **Finance and General Purposes** - (meeting 10<sup>th</sup> May) – Cllr Terry Hunt

Cllr Hunt reported on the dilemma of past procedures for managing the Alveston Recreation Ground Charity. It was agreed that the Clerk should further investigate the matter and advise on action to be taken.

## 7. Council Vacancy

Permission had been given to co-opt two new councillors. If the timing was carefully managed and provided we were given permission to co-opt a further councillor, it was proposed to fill all three vacancies at the next Parish Council meeting.

## 8. Representatives Reports.

### 8.1. South Gloucestershire Council

Cllr Maggie Tyrrell commented that because of the purdah period in the run up to the General Election, things had become very quiet at South Glos Council. It was suggested that some aspects of the Core Strategy were receiving a bad reception and there may well need to be some re-thinking. (see item 12.1)

## 9. Community Forum

The revised Constitution has been agreed.

CPRE Village of the Year - The written entry is almost complete. The last meeting is due on May 19<sup>th</sup>. Actions will be taken to inform businesses of Judging in June/July and arrange a Litter Pick. There will be a disclaimer for the Jubilee Hall Sub-station which is not village responsibility although PC Clerk trying hard to get the building upgraded.

The Show - Progress is being made with entertainments, charity and craft stalls. Forum to recommend the charities to be supported. Suggested Charities were: Age UK, St Peter's Hospice, Willow Trust, Red Cross and Cancer Research. **The Show is still struggling to find volunteers for stewarding car parks on the day.**

Alveston Parade - On April 11<sup>th</sup> Jim Fowler, with help from Les Forrest, had repaired the walls on both sides of the steps with bricks supplied by Ibstock. The PO had allowed their electricity supply to be used.

The two bicycle racks donated by Life Cycle UK have been installed and Magnox is arranging for hand rails to be made and fitted as soon as possible – free of charge.

Two quotes have been received for the hard landscaping which includes repairs to the paving and changing the shape of the two beds. There is still no definite time when the work will be done but it is hoped to complete before the end of the summer. After this planting of trees, shrubs and herbaceous plants can begin – hopefully involving more local volunteers. Then it is hoped the shops will do their part with the canopy, pillars and other painting.

Funding ideas – The chairman said that he sees the Forum as a reporting body for activities going on around us and not necessarily the “doing” body.

Some ideas for funding have been discussed and include ticketed events such as a dinner at the Cross Hands, The Ship Inn or Alveston House Hotel, a possible Boules and Barbecue event at the Cross Hands, or an afternoon Cream Tea at Alveston House Hotel. It is hoped that events such as this would involve local residents on a “first come, first served” basis for tickets.

Plans are already progressing for a Coffee Morning on a Saturday in the Autumn.

They are also advertising in Helmet for used ink jet cartridges and old cell phones for fundraising.

## 10. Allotments

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

It is planned to provide a temporary water supply in the next few weeks.

## 11. Correspondence

### 11.1. Correspondence for Information

Listed in Appendix A

#### 11.2. Correspondence for Action

None

### 12. Authorisation of Payments.

#### 12.1. Payments authorised.

Payments - Payments authorised at the Finance Committee 10<sup>th</sup> May 2010 are listed below

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance April	1736	938.64
Mike York	Cemetery Fencing Repairs	1735	658.00
Alveston Jubilee Hall	Room Hire Feb - April	1737	144.95
Broker Network Ltd (Came & Company)	Insurance	1738	2,178.45
Bristol Water	Water Rate - Jubilee Field	1739	17.35
South Gloucestershire	Cemetery Rates (2 of 8) May 2010	dd	57.00
	Total expenditure		3,994.39

Payments - Payments for authorisation.

Payee	Details	Chq. no	£
D Biddle	Cemetery Caretaking	1740	82.83
R Phillips	Salary & Expenses May 2010	1741	961.91
B Painter	Salary May 2010	1742	102.00
Virgin Media Payments Ltd	Broadband to June 2010	1743	25.85
CFS	Photocopying Service	1744	23.31
BT	Telephone	1755	56.52
	Total expenditure		1252.42

#### 12.2. Income Received

Income noted at the Finance Committee 10<sup>th</sup> May 2010 is listed below

Payee	Details	Chq. no	£
Bank of Ireland	Interest to 6th April 2010	dc	0.02
	Total expenditure		0.02

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

### 13. Any Other Business

#### 13.1. South Glos Core Strategy

In an open discussion about the Council's response to the SG Coe Strategy, it was agreed to seek a meeting with Patrick Conroy the SG Spatial Planning Team Manager to gain a better understanding of what options may be available to us. It was agreed that this meeting should be

limited to councillors although there was a view that an open meeting may be an option as a second action.

The general view was that we at this stage it didn't seem helpful to make reference to any possible problems with St Helen's School numbers nor was there sufficient detailed information in the Parish Plan to justify quoting the figures used in that document. Cllr Brian Lee had been present at the Community Forum's discussion about the Core Strategy and it was clear that there was no definitive recommendation of the response.

Cllr Alison Peters emphasised the need to involve the Parish residents in any response although the timescales may be against us. This was one of the key areas to discuss with Patrick Conroy.

#### 13.2. Alveston Recreation Ground Charity

See item 6.4.

The meeting closed at 8.40 pm.

## Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
14-Apr-10	E	CVS South Glos	e-bulletin April 2010	File cc. Distribution	26-Apr-10	N
21-Apr-10	L	KOMPAN - Playful Living	2010 Brochure	File cc. Distribution	26-Apr-10	N
29-Apr-10	L	CPRE	Members Guide 2010 & Countryside Voice	File cc. Distribution	29-Apr-10	N
29-Apr-10	L	Avon & Somerset Police	Newsletter April 2010	File cc. Distribution	29-Apr-10	N
30-Apr-10	L	Magnox North	Powerlines - Issue 11	File cc. Distribution	04-May-10	N
04-May-10	L	Clerks & Councils Direct	Issue 69 - May 2010	File cc. Distribution	04-May-10	N
04-May-10	L	HM Rev & Cust	Employer Bulletin - April	Clerk Action	04-May-10	N
07-May-10	L	SLCC	The Clerk - May 2010	File cc. Distribution	07-May-10	N
06-May-10	L	Record RSS	Play Brochure	File cc. Distribution	07-May-10	N
08-May-10	L	ALCA	Survey 2010	Clerk Action	11-May-10	N
08-May-10	L	ALCA	Sustainable Communities Act - Legal Briefing	File cc. Distribution	11-May-10	N
08-May-10	L	ALCA	Governance & Accountability Practitioners Guide	File cc. Distribution	11-May-10	N
11-May-10	L	West of England Partnership	Travel News	File cc. Distribution	11-May-10	N
11-May-10	L	DAG	Newsletter May 2010	File cc. Distribution	11-May-10	N
12-May-10	L	Oldbury SSG	Meeting minutes	File cc. Distribution	12-May-10	N
12-May-10	E	SG Link	E-Bulletin May 2010	File cc. Distribution	13-May-10	N