

**Minutes of the Parish Council Meeting
Held on 18th July 2011 at 7.30 p.m. in The Jubilee Hall.**

Present: - Cllrs John Cutland (Chairman), Terry Hunt, Mike Webb, Brian Lee, Kitty Davies, Bernard Willcox, Allison Peters,

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Hannah Richmond, James Sumner, Phil Squires, Shirley Holloway (SGC),
Maggie Tyrrell (SGC).

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

None.

4. Declaration of Interests

Cllr Bernard Willcox declared an interest in the Council's dealings with Jane's Pond having had personal involvement with the company previously.

5. Co-option of new Council member

The Parish Council currently has one vacancy for a member.

The vacancy has been posted and Mr Marcus Fry has consented to co-option.

Cllr John Cutland proposed that Marcus Fry be co-opted to the Council, seconded by Cllr Terry Hunt. The meeting unanimously accepted the proposal.

Resolved: Marcus Fry is co-opted to the Parish Council.

6. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 20th June 2011

Resolved: The minutes of the Parish Council meeting of Monday 20th June 2011 were accepted and signed by the chairman.

6.1. Matters Arising – None

- 6.1.1. Mr George Johnson of Underwood Close had attended the meeting to enquire if the Parish Council could take any action to prevent the occasional residents of 8 Greenhill from parking on the grass verge or footpath. Mr Johnson had been advised that the Parish Council is not able to take much action themselves but would seek some advice from the Community Police Team and possibly South Glos Council.

110718-1 To request that the Police take action to stop the parking of cars on the footway near 8 Greenhill.
Action to Clerk

6.2. Outstanding Actions

- 6.2.1. **101115-2 To request that SG Highways consider applying parking restrictions to the junction of Davids Lane and Paddock Gardens.** **Action to Clerk**
Cllr Brian Lee offered to discuss the problem with our local PCSO. (18/7/110)
- 6.2.2. **110516-1 To arrange a meeting for all councillors to gain a greater understanding of the budget process operated by the Council.** **Action to Clerk**
The Clerk was asked to arrange a separate meeting in September. (18/7/11)
- 6.2.3. **110221-1 To arrange production of an A3 colour print of the John Dyer Award recipients for mounting in a suitable frame.** **Action to Clerk**
Prices had been obtained, production of the document awaiting the 2011 awards. (21/3/11)
Ongoing 18/7/11
- 6.2.4. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** **Action to Clerk**
Ongoing 18/7/11
- 6.2.5. **110620-1 To offer this Council's support to the proposal received from [Leiston-cum-Sizewell Town Council](#).** **Action to Clerk**
Ongoing 18/7/11

7. Recommendations from Committees

- 7.1. **Planning** (meeting held 20th June) - Cllr Brian Lee reported on the meeting as in the minutes.
- 7.2. **Playing Fields & Open Spaces** – (No meeting).
- 7.3. **Footpaths & Allotments** – (No Meeting)
- 7.4. **Finance and General Purposes** - (No Meeting).
- 7.4.1. IT Review – The Clerk reported that he and Cllr James Sumner had started the review of the Council's IT equipment, software and systems. Preliminary work had increased the speed of the computer and investigation was ongoing to establish the most appropriate email host, Broadband and telephone service provider.

8. Representatives Reports.

8.1. **Police Matters** -

PCSO 8752 Tony Blackmore apologised for not being able to provide a report:

8.2. **South Gloucestershire Council**

No report.

8.3. **Jubilee Hall management Committee**

Cllr Brian Lee reported:

Work was to start soon on the renewal of the Jubilee Hall heating system.

A quote had been received to upgrade the kitchen and it was anticipated that a decision would be made soon.

Although the new cleaning company were reasonably satisfactory, there were still some areas for improvement. The committee would hopefully be dealing with the outstanding issues in the next few weeks.

8.4. Youth Centre management Committee

The Clerk reminded the meeting that there was no volunteer Parish Council representative on the YC management committee.

Cllr Alison Peters offered to attend the meetings on behalf of the Council provided the dates didn't clash with her other commitments.

Resolved: That Cllr Alison Peters is to represent the Council on the Youth Centre Management Committee.

9. Community Forum

Cllr Brian Lee asked to be given a copy of the letter sent from the Parish Council to Wayne Rees the chairman of the Greenhill Parade Management committee. The Clerk would distribute the letter to all.

Cllr Brian Lee reported:

- Café Alveston – the next scheduled event was postponed due to a clash with an event at St Helen's School. It was hoped to hold further sessions when the schools returned after the summer break.
- Greenhill Parade project – The volunteer maintenance routine work continued but there remained outstanding tasks that the owners/shopkeeper had promised to undertake. It was hoped to persuade the management committee to put some pressure on to get the tasks completed.
- September Show – advanced planning is continuing with the next meeting to be held on Wednesday 3rd August at the Ship Inn.

10. Allotments

All the legal arrangements with the land lease are now complete and the Parish Council is now the formal leaseholder of the Allotment Site.

A meeting had been held between the Footpaths & Allotments Committee and the Alveston Allotments Association where a final draft of both the Allotment Plot Holders Tenancy Agreement and the Roles and Responsibilities document had been agreed. Both documents were presented to the Council for approval.

Resolved: The Agreement for the Tenancy of an Allotment dated 12/7/2011 is approved.

Resolved: The Alveston Allotments – Roles and Responsibilities as defined in the document dated 11/7/2011 is approved.

Resolved: That the annual rent for an allotment plot is £25.00 payable in advance on 25th March each year. The rent to be back dated from the start of occupancy or 25th March 2010 whichever is the later.

Allotments Opening Ceremony

There was some discussion about the Parish Council hosting a naming/opening ceremony to mark the completion of the project and to give an opportunity to thank Mrs Hawkins. The event would also be an opportunity for the allotment plot holders and Council members to jointly celebrate the achievement and offer thanks for the hard work that had been carried out.

No firm decision was taken although it was suggested that one occasion that could form a background to the celebration is when the water supply is completed although this certainly won't be until well in to the autumn.

The item is to be referred to the Footpaths and Allotments chair/committee.

11. Playbuilder Project

The Clerk was asked to speed up the process of providing the agreed notices for the Skate Park and Limekiln Field.

110718-2 To arrange the provision of two notices at the Skate Park and a notice for the Limekiln Field. **Action to Clerk**

110718-3 To urge the South Glos Playbuilder project team to provide and install the proposed Limekiln Field notice board. **Action to Clerk**

Limekiln Field - Post Accident Review

The Council was given an update of the follow-up actions after the serious accident that had occurred on Thursday 9th June.

Cllr Bernard Willcox asked whether there was a formal record of all incidents or other comments reported to the Council regarding our Playing Fields. The Clerk commented that a record of all correspondence was maintained but there was no specific record of reports about the playing fields. It was agreed that such a record should exist in our formal records.

110718-4 To formally record all reports made to the Council. **Action to Clerk**

Cllr Terry Hunt supported the requirement and said that he recently had a report from a grandfather about the suitability of the cableway for younger children. The report would be forwarded to the Clerk.

Limekiln Field new Footpath

The Clerk reported on the communications received from Jane's Pond following the Council's withholding payment for the installation of the new footpath at Limekiln Field. Although remaining very dissatisfied with the final finish of the path, it was agreed that, as a token of goodwill, to pay half the total invoice and encourage the contractor to remedy the perceived problems.

110718-5 To arrange payment to Janes Pond of 50% of the total invoiced cost of the new footpath at Limekiln Field. **Action to Clerk**

12. Queens Jubilee 2012

Queen Elizabeth II Fields Challenge

The Queen Elizabeth II Fields Challenge, operated by Fields in Trust, is a new campaign to protect 2012 outdoor recreational spaces in communities all across the country as a permanent living legacy.

From sports pitches to woodlands, children's play areas to gardens and bicycle trails to parks, the Queen Elizabeth II Fields Challenge will protect a diverse range of outdoor spaces ensuring that there is something to appeal to everyone.

The Queen Elizabeth II Fields Challenge will give communities an opportunity to vote for an outdoor space in their area to become part of the scheme and be permanently protected as a tribute to the Diamond Jubilee.

Cllr Brian Lee in outlining the initiative felt there was no advantage in registering our own play spaces at Limekiln Field, Jubilee Field and Cross Hands as they were already well protected. However there were three other areas within the parish, St Helen's School playing fields, Marlwood School playing fields and Alveston Down should all be considered. As all three were owned by South Glos Council, it was agreed to discuss a potential application with Cllr's Maggie Tyrrell and Shirley Holloway.

110718-6 To seek opinion from Cllr's Maggie Tyrell and Shirley Holloway about the QEII Challenge and any proposals about land in Alveston. *Action to Bran Lee*

13. Correspondence

13.1. Correspondence for Information

Listed in Appendix A

13.2. Correspondence for Action

Gloss FM – request for Parish Council support of the application for a full year-round Community Radio Licence.

The Council supported the application.

14. Authorisation of Payments.

14.1. Payments.

14.1.1. The following payments were authorised by Cllrs. Brian Lee & Mike Webb.

Payee	Details	Chq. no	£
CRK Garden Manicures	Grounds Maintenance	1905	978.00
CRK Garden Manicures	Level & turf graves	1906	228.00
South Glos Council	Cemetery Rates	dd	51.00
Virgin Media Business	Broadband to 31 July	1907	26.40
York Fencing	Jubilee Field - Repair to Gate	1908	89.00
South Glos Council	Uncontested Election Fee	1909	175.00
Sims Cook & Teague	Legal services Allotment Lease	1910	1,278.05
RBS	RBS - Alpha Training	1911	192.00
York Fencing	Repairs to Safety Surface edge	1912	602.00
B Painter	Salary Inspect/daily sweep	1913	124.56
D Biddle	Salary - Cemetery caretaker	1914	84.55
R Phillips	Clerk Salary & expenses	1915	1,750.15
Jane's Pond Ltd	Part payment – Limekiln footpath	1916	3,600.00
	Total expenditure		9,178.71

14.2. Receipts

14.2.1. Recent income received.

Payee	Details	inc. no	£
HMR&C	VAT Refund	dc	2024.60
	Total income		2024.60

Resolved: That all receipts and payments presented to the meeting were accepted.

15. Any Other Business

None

Meeting closed at 9.10pm.

Appendix A

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
20-Jun-11	L	SGC	Invoice £260.40 - Internal Audit	Clerk Action	20-Jun-11	Y
22-Jun-11	L	SG Planning	Permit - 3 Greenhill	Clerk Action	27-Jun-11	Y
23-Jun-11	L	Co-operative Bank	Statement	Clerk Action	27-Jun-11	Y
23-Jun-11	L	Sims Cook & Teague	Estimate of costs	Clerk Action	27-Jun-11	Y
27-Jun-11	L	J Parkers	Wholesale catalogue 2011	Dist'n & File	27-Jun-11	N
27-Jun-11	L	Clerks & Councils Direct	Jul-11	Dist'n & File	27-Jun-11	N
27-Jun-11	L	Bank of Ireland	Statement	Clerk Action	27-Jun-11	Y
27-Jun-11	L	Magnox North	SSG meeting notice	Dist'n & File	27-Jun-11	N
27-Jun-11	E	SG Trading Standards	Update Summer 2011	Dist'n & File	27-Jun-11	N
27-Jun-11	L	SG Planning	Permit - Dunkeld - 31 Rudgeway Park	Clerk Action	27-Jun-11	Y
27-Jun-11	E	QE2 Fields Challenge	Proposal	Dist'n & File	27-Jun-11	Y
27-Jun-11	E	SG Transportation Services	A new rapid transit transport link	Dist'n & File	27-Jun-11	N
27-Jun-11	E	Southern Brookes Community Partnership	CVS Conference	Dist'n & File	27-Jun-11	N
28-Jun-11	E	CRK Garden Manicures	Invoice £978.00	Clerk Action	28-Jun-11	Y
28-Jun-11	L	Bank of Ireland	Cheque book	Clerk Action	28-Jun-11	N
29-Jun-11	L	Came & Co	Insurance schedule & Employers Liability Cert.	Clerk Action	29-Jun-11	N
29-Jun-11	L	Neptune outdoor Furniture	Brochure & Price List	Clerk Action	03-Jul-11	N
29-Jun-11	L	SG Planning	Application - 29 Davids Lane	Clerk Action	29-Jun-11	Y
01-Jul-11	L	Mike York	Invoice £89.00	Clerk Action	11-Jul-11	Y
01-Jul-11	L	Sims Cook & Teague	Invoice £1,278.05	Clerk Action	11-Jul-11	Y
02-Jul-11	E	Digley Associates Ltd	Post-accident inspection report	Clerk Action	03-Jul-11	Y
02-Jul-11	L	SG Council	Invoice £175 uncontested election fee	Clerk Action	11-Jul-11	Y
02-Jul-11	L	SG Planning	Permit - Woodbine Cott. Earthcott Green	Clerk Action	11-Jul-11	Y
04-Jul-11	E	CRK Garden Manicures	Invoice £228.00	Clerk Action	05-Jul-11	Y
06-Jul-11	L	SG Planning	Tree Preservation Order - 23 Glos Rd	Clerk Action	11-Jul-11	Y
08-Jul-11	L	Virgin Media	Invoice £26.40	Clerk Action	11-Jul-11	Y
08-Jul-11	L	HM Revenue & Customs	VAT Repayment £2,024.60	Clerk Action	11-Jul-11	Y
08-Jul-11	L	Magnox North	Announcement re. Reactors	Dist'n & File	11-Jul-11	N
08-Jul-11	L	SG Planning	Tree Preservation Order - 8 Glos Rd	Clerk Action	11-Jul-11	Y
08-Jul-11	L	South Glos	SG News Summer 2011	Dist'n & File	11-Jul-11	N
11-Jul-11	L	Barcham Tree Specialists	Brochures	Dist'n & File	11-Jul-11	N

Date (Rcvd)	Type	From	Subject	Action	Action Date	Agenda item
13-Jul-11	L	SGC	Parish Matters Summer 2011	Dist'n & File	13-Jul-11	N
13-Jul-11	L	RBS Software Solutions	Invoice £192.00	Clerk Action	13-Jul-11	Y
13-Jul-11	L	SG Planning	Application - 16 Strode Common, Alveston	Clerk Action	13-Jul-11	Y