

**Minutes of the Parish Council Meeting
Held on 19th Dec 2011 at 7.30 p.m. in The Jubilee Hall.**

Present: - Cllrs John Cutland (JC) (Chairman), Terry Hunt (TH), Brian Lee (BL), Allison Peters (AP), Phil Squires (PS), James Sumner (JS), Mike Webb (MW), Marcus Fry (MF), Shirley Holloway (SH) (SGC), Mrs Christine Casey.

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Bernard Willcox (BW), Hannah Richmond (HR), Maggie Tyrrell (MT) (SGC).

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

None

4. Declaration of Interests

None

5. St Helen's School Governors Report

Mrs Christine Casey attended the meeting to discuss the findings of the consultation questionnaire she had carried out to establish views on what constituted good relations between a school and its local community.

The questionnaire sought views from various community and school participants on:

- The engagement between St Helen's School and the local community.
- The views/perceptions of the extent and quality of current community engagement
- Where possible to seek ideas for the future.
- To collate the views and ideas and provide them to the Head, Governors, PC & CF.
- To ensure all responses are unattributed and held in confidence.

The Community Governors Report had been distributed to the Head, the Governors, the Parish Council and the Community Forum.

Mrs Casey summarised the Report as follows:

The views given by respondents were at times diverse but in other instances showed a strong level of agreement.

Current relations between the school and the community. - it is clear the school has a varied involvement with the community although it is much wider than most know about. The items most people recognised were the traditional links with St Helen's Church & Marlwood and newer events organised by the Community Forum. A majority of respondents also saw the Parish Council as a community partner of St. Helen's School.

Most respondents were hoping that the current level of involvement would at least be maintained and hopefully increased.

Respondents were quite clear about the need for strong links between the school and the community and clear that this would benefit both. Many responses had clear reasons why the links should be strong and the Council was urged to consider those parts of the report carefully.

Although there were many and varied responses over who the school should link most closely with, it was commonly felt that the main reasons why links between school and community should be strong were to improve communications at all levels and in all directions.

The final part of the report gave much detail of the ideas and suggestions about the future and although there was no common theme, the many ideas should all be considered and hopefully acted upon.

Mrs Casey reported that she had been able to have a meeting with the head who is very supportive of an increased school and community involvement but was very clear that the schools priorities must be in education and the National Curriculum. As an early move, the Head had agreed to links between the community and school web sites. There was a further meeting arranged with the head in the third week of January 2012.

Mrs Casey asked the Council if there were any recommendations in the report which came out of the questionnaire which they would like or prefer to be seen actioned or are there any actions which the Council objects to and would not want to see actioned?

Cllr Phil Squires who is also chairman of the Community Forum explained that it was the Forum who had requested involvement with the school and the activities to date had proved very successful however he felt the requirements should really be driven by the school.

Cllr Terry Hunt asked if the Governors had agreed with the Head's willingness for closer involvement with the community.

In picking up on this point, Cllr Alison Peters who is also a school governor, was very keen that free-flow of information and communication should be a key part of the role of the community governor and would hope that in future, no barriers existed to that free-flow. It is accepted and fully understood that, at times, confidential matters meant that information could not be shared however as a general rule the communications paths should be as open as possible.

It was generally felt that the community Governor should be the main conduit between the Parish Council and the school and should liaise closely with the Clerk to ensure that the need for involvement in Council meetings was identified as early as possible.

Although not totally clear of the Council's views, Mrs Casey thanked the members for their time and suggested that she would attend the next meeting in January to seek some further clarity of the Council's wishes.

6. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 21st Nov 2011

Resolved: The minutes of the Parish Council meeting of Monday 21st Nov 2011 were accepted and signed by the chairman.

6.1. Matters Arising

6.2. Outstanding Actions

6.2.1. **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**

The print was now produced and the Clerk would now purchase a suitable frame and mount.
Ongoing (19/12/11)

6.2.2. **110221-2 To add an addendum to the Standing Orders to enable greater efficiency of time during Council meetings.** **Action to Clerk**

Ongoing (19/12/11)

6.2.3. **110718-3 To urge the South Glos Playbuilder project team to provide and install the proposed Limekiln Field notice board.** **Action to Clerk**

The draft signs have been authorised and ordered from the suppliers, we await delivery.
Ongoing (19/12/11)

- 6.2.4. **110815-5 To obtain estimates for cleaning the war memorial.** **Action Clerk**
Awaiting estimates (21/11/11)
See item 7.3.1.1
- 6.2.5. **111017-1 To obtain a formal arrangement with the allotment site landowner for an easement for the water supply pipe across her land.** **Action Clerk**
Ongoing (19/12/11)
- 6.2.6. **111017-3 To write to Sustainable Thornbury with the PC's response to the Lodge Farm proposal.** **Action Clerk**
Completed – Action Closed
- 6.2.7. **11121-1 To enquire about power cable routing to the Wind Turbine site at Earthcott.** **Action to Cllr Shirley Holloway**

SH reported that after discussions with both Mr Watson and officers in South Los Council, she had established that there were no firm proposals for routing power cables to the site as yet.
Action Closed

- 6.2.8. **11121-2 To investigate the provision of a "Post Office" sign on Down Road.** **Action to Cllr Shirley Holloway**
SH had discussed this matter with officers at SGC who said that the Council would be reluctant to get involved with individual businesses but would consider a generic sign pointing to "local shops."
Ongoing (19/12/11)
- 6.2.9. **11121-3 To ask Mr John Head if he would become the chairman of the John Dyer Awards committee.** **Action to Cllr John Cutland**

Mr John Head had agreed to be the chairman of the John Dyer Awards. – Action Closed

7. Recommendations from Committees

- 7.1. **Planning** (Meetings 21st Nov, 5th Dec) - BL reported on the meetings as in the minutes.
- 7.2. **Playing Fields & Open Spaces** – (No meeting) - AP
- 7.3. **Footpaths & Allotments** – (Meeting 5th Dec)
- 7.4. **Finance and General Purposes** - (Meeting 5th Dec) - TH.
- 7.4.1. To recommend that the estimate received from Contractor C of £1360.00 for the cleaning of the War Memorial be accepted.
Resolved: the estimate from "Contractor C" of £1360.00 for the cleaning of the War Memorial be accepted.
- 7.4.2. To recommend that the Budget Proposal 2012/13 (see appendix A) is accepted with the proviso that the committees review their charges from 1st April 2012.
Resolved: the Budget Proposal 2012/13 (see appendix A) is accepted with the proviso that the committees review their charges from 1st April 2012
- 7.4.3. To recommend that the revised 2012 meeting schedule be accepted. (see separate papers)
Resolved: the revised 2012 meeting schedule is accepted
- 7.4.4. TH pointed out that the minutes of the meeting of the Finance Committee held on 5th Dec item 5.1 were a little confusing. It was agreed that the minutes would be changed to reflect sharing the CPRE prize money between the Council and the CF had been jointly agreed.

8. Representatives Reports.**8.1. Police Matters -**

Police Report - Tony Blackmore. PCSO 8752

PCSO Blackmore apologised that he had been unable to complete a full report but that in general over the past month, crime had remained very low in the Parish whilst residents had remained vigilant in reporting suspicious vehicles which had not provided evidence of any particular crimes.

8.2. South Gloucestershire Council

SH reported:

Work on the new Down Road crossing was progressing as planned.

Modifications were to be made to the road markings at the junction of Davids Lane and A38 in an attempt to make turning south out of Davids Lane less of a problem.

Haddrell Court – SH, MT and Kitty Davies had attended a meeting with Merlin and Haddrell Court residents to further discuss the future of the property. Disappointingly, there was no progress made and SH said that no one was any wiser on the future of the property. It had been proposed that a small committee would be dealing with the issues and prepare some recommendations by February to go to the SG Council and the Merlin board for decision in May. SH felt that there was a degree of optimism about the future of Haddrell Court at the meeting.

8.3. Jubilee Hall management Committee

BL reported: As was evident, the installation of a new kitchen was under way.

The Secretary of the JHMC had resigned.

8.4. Youth Centre management Committee

AP reported: Plans were being discussed to refurbish the toilets which was going to be quite an expensive job but, at present there was no source of funding.

8.5. Safer Stronger Community Group

BL reported: The meeting of the SSCG planned for 30th November had not been held. The next meeting was to be in Alveston on 25th January which he would be unable to attend. The members were asked if someone else would be prepared to attend to represent the Council.

No one volunteered.

9. Community Forum

PS reported as follows:

On Saturday at 12.00 noon 17th December the Community Forum organised a Christmas occasion at Greenhill Parade with Carols, mime, mince pies and other seasonal activities. The event had been very well attended and all agreed that it had been most successful.

10. Allotments

The Clerk reported that all sub-contractor work to lay the water pipe had been completed; the BWW connection was planned for late in December.

11. Queens Jubilee 2012

AP reported that a meeting was planned with Mel Jeffries at Marlwood School.

12. Correspondence

12.1. Correspondence for Information

Listed in Appendix A

12.2. Correspondence for Action

12.2.1. **Cllr Kitty Davies** – Resignation from Council

The Council formally acknowledged Kitty Davies's resignation and the process to co-opt a new member would start immediately.

A letter of thanks had been sent.

12.2.2. **Consultation** – School Term & Holiday dates for school year 2013-14

No comment.

12.2.3. **SG Parish Charter Refresh 2012** – Following revisions to the charter during 2011, it has now been signed by SG Council. The working group invites all town and parish councils in SG to sign up to the commitments of the new revision. First signed by Alveston PC in 2002.

Resolved: Alveston Parish Council reaffirms their commitment to the revised South Gloucestershire Parish Charter and the document declaring Commitment was signed by the Chairman.

12.2.4. **Four Towns & Vale Link** – Grant request

The meeting confirmed that the grant request had arrived too late for consideration in the Grant Aid process for 2011.

12.2.5. **Alveston CC** – Request to waive fee for Bill Crawford memorial game.

Resolved: to waive the fee for the Bill Crawford memorial cricket match.

13. Authorisation of Payments.

13.1. Payments.

13.1.1. Payments recently authorised

The following payments were approved and authorised by Cllrs. Brian Lee and Bernard Willcox at the F&GP meeting held on 5th Dec 2011

| Payee | Details | Chq. no | £ |
|--------------------------|------------------------------|---------|---------|
| R Phillips | Staples – Stationery | 1977 | 154.42 |
| J Cutland | Member expenses – Stationery | 1978 | 23.00 |
| CFS | Photocopy Service | 1979 | 28.56 |
| CRK Garden Manicures | Grounds Mtce – Nov | 1980 | 1350.00 |
| Information Commissioner | ICO Data Protection Fee | 1981 | 35.00 |
| | Total expenditure | | 1590.98 |

13.1.2. Payments were authorised by Cllrs Brian Lee and Terry Hunt

| Payee | Details | Chq. no | £ |
|--------------------------------|--------------------------------------------------|---------|-----------|
| South Glos Council | Cemetery Rates | DD | £51.00 |
| Society of Local Council Clerk | Subscription | 1982 | £157.00 |
| Alveston Jubilee Hall MC | Room Hire | 1983 | £92.07 |
| South Glos Council | Empty Litter Bins Oct - Nov 11 | 1984 | £34.75 |
| Virgin Media Business | Broadband to Dec 2011 | 1985 | £26.40 |
| R Phillips | Clerk Salary & Expenses | 1986 | £1,105.59 |
| D Biddle | Salary - Cemetery caretaker | 1987 | £86.83 |
| B Painter | Salary – Daily Inspect/Clean & Bus Shelter Clean | 1988 | £267.60 |
| R Phillips | Pitchcare - Line marking paint | 1989 | £75.42 |
| Mike Webb | Weed treatments | 1990 | £100 |
| R Phillips | Screwfix - Padlock | 1991 | £14.99 |
| St Peters Hospice | Grant Aid Donation | 1992 | £100.00 |
| St Helen's Pre-School | Grant Aid Donation | 1993 | £100.00 |
| SG Citizens Advice Bureau | Grant Aid Donation | 1994 | £100.00 |
| Youth Centre Mgmt Committee | Grant Aid - Donation | 1995 | £250.00 |
| Marlwood School | Grant Aid Donation | 1996 | £50.00 |
| Community Forum | Grant Aid Donation | 1997 | £100.00 |
| Helmet | Grant Aid Donation | 1998 | £250.00 |
| Alveston Community Forum | Grant Aid Donation | 1999 | £200.00 |
| Age UK South Gloucestershire | Grant Aid Donation | 2000 | £100.00 |
| Alzheimers Society | Grant Aid Donation | 2001 | £50.00 |
| Alveston Jubilee Hall MC | Grant Aid Donation | 2002 | £250.00 |
| R Phillips | B&Q - Paint | 2003 | £29.94 |
| | Total expenditure | | £3,591.59 |

13.2. Income Received

13.2.1. Recent Receipts

F&GP meeting 5th Dec 2011

| Payee | Details | Chq. no | £ |
|-------------|--------------------------------|----------|--------|
| L&J Gulwell | Interment Plot 52 | Inc 1998 | 71.00 |
| Summers | Additional inscription Plot 42 | Inc 1999 | 30.00 |
| | Total expenditure | | 101.00 |

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

14. Any Other Business

None

Meeting closed at 8.40pm.

2012/13 Budget Proposal

| | | | 2010/11 | | 2011/12 | | 2012/13 |
|------------------|--------------------------|----------------------------|---------------|---------------|---------------|------------------|---------------|
| | | | Budget | Actual | Budget | Projected Actual | Budget |
| F&GP | 101 | Administration | -21985 | -20861 | -21985 | -24759 | -25551 |
| | 102 | Subscriptions | -980 | -786 | -980 | -794 | -812 |
| | 103 | Grants & Donations | -2500 | -4481 | -2500 | -1794 | -1000 |
| | 109 | Income | 70 | 154 | 70 | 151 | 130 |
| | | Net Expenditure | -25395 | -25974 | -25395 | -27196 | -27233 |
| PF&OS | 201 | Jubilee & Lime Kiln | -5538 | -8747 | -5538 | -5491 | -5710 |
| | 202 | Childrens Play Areas | -7550 | -1972 | -7550 | -5217 | -6150 |
| | 203 | Millennium Area O/S Church | -538 | -559 | -538 | -586 | -609 |
| | 204 | Youth Centre Car Park | -100 | -80 | -100 | 0 | -100 |
| | 205 | Cemetery | -4250 | -4735 | -4250 | -3937 | -4404 |
| | 206 | Cross Hands Play Area | 0 | 0 | 0 | -550 | -572 |
| | | Net Expenditure | -17976 | -16093 | -17976 | -15781 | -17545 |
| F&A | 301 | Bus Shelters | -1340 | -1266 | -1340 | -965 | -1070 |
| | 302 | Footpath Other | -1795 | -777 | -1795 | -575 | -1985 |
| | 303 | Allotments | 450 | -1188 | 450 | 1460 | 575 |
| | | Net Expenditure | -2685 | -3231 | -2685 | -80 | -2480 |
| | Total Budget Expenditure | -46056 | -45298 | -46056 | -43057 | -47258 | |
| | Precept | 47346 | 47346 | 47346 | 47346 | 47346 | |
| | Net Expenditure | 1290 | 2048 | 1290 | 4289 | 88 | |

Reserves

The above includes sums transferred to or from Reserves

| | | | | | |
|---------------------------------|------|-------|----------------------|--------|------|
| Sum transferred to Reserves | 3486 | 3486 | 3225 | 3225 | 1500 |
| Total expenditure from Reserves | | -2000 | | -19548 | |
| Net Reserve Expenditure | | 1486 | | -16323 | |
| | | | Grants to come | 2600 | |
| | | | Possible net Res exp | -9434 | |

| Date (Rcvd) | Type | From | Subject | Action | Action Date | Agenda item |
|-------------|------|------------------------------------------|---------------------------------------------------------------|---------------|-------------|-------------|
| 19-Nov-11 | L | Bank of Ireland | Cheque book | Clerk Action | 21-Nov-11 | N |
| 19-Nov-11 | L | SG Planning | Application - Mulberry House, Church Rd. Rudgeway | Clerk Action | 21-Nov-11 | Y |
| 19-Nov-11 | L | Co-operative Bank | Statement | Clerk Action | 21-Nov-11 | N |
| 21-Nov-11 | E | SGC | Consultation on Scholl Year 2013/14 | Clerk Action | 21-Nov-11 | Y |
| 21-Nov-11 | E | NALC | E-bulletin 11/11/11 | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | Policy Consultation - Tech reforms of Council Tax | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | Policy Briefing - The Localism Act | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | Response to the Local Government Resource Review Consultation | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | Employment Briefing - Qualifying Period for Unfair Dismissal | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | ACAS Guidance on Social Networking | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | Legal Topic Note - Policing your Area | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | NALC | Employment Briefing - PAYE Penalties 2010-11 | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | ALCA | ALCA Bulletin Nov 2011 | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | E | Abbeyvale Landscapes | Quotation - Limekiln Path | Clerk Action | 21-Nov-11 | Y |
| 21-Nov-11 | L | HM Revenue & Customs | BACS Remittance advice - VAT repayment £3,032.12 | Clerk Action | 21-Nov-11 | Y |
| 21-Nov-11 | L | Hancock Stone | Quotation - War Memorial | Clerk Action | 21-Nov-11 | Y |
| 21-Nov-11 | L | Bryan Painter | Inspection certificate | Clerk Action | 21-Nov-11 | N |
| 21-Nov-11 | L | Keith Geary. Headmaster, Marlwood School | Information re. Speech day & request for prize. | Clerk Action | 21-Nov-11 | Y |
| 21-Nov-11 | L | SGC | Information about new Bus service | Dist'n & File | 21-Nov-11 | N |
| 21-Nov-11 | L | ADD Plant | Quotation - Limekiln Path | Clerk Action | 21-Nov-11 | Y |
| 22-Nov-11 | L | SG Parish Charter Group | Meeting notes - Parish Charter Annual Meeting | Dist'n & File | 23-Nov-11 | N |
| 23-Nov-11 | L | SG Planning | Application - 62 Quarry Rd | Clerk Action | 23-Nov-11 | Y |
| 23-Nov-11 | L | SG Planning | Permit Thornbury Cricket Club | Clerk Action | 23-Nov-11 | Y |
| 24-Nov-11 | L | SLCC | membership Subscription 2012 | Clerk Action | 25-Nov-11 | Y |
| 24-Nov-11 | L | L&J Gulwell | Payment - Interment Plot 52 | Clerk Action | 28-Nov-11 | N |
| 24-Nov-11 | L | Bank of Ireland | Statement | Clerk Action | 28-Nov-11 | Y |
| 24-Nov-11 | L | BBC Learning | Invitation to join "Things to Do" | Clerk Action | 28-Nov-11 | Y |
| 25-Nov-11 | L | SG Planning | Permit - Willis Brake, 25 Glos Rd | Clerk Action | 28-Nov-11 | Y |

| Date (Rcvd) | Type | From | Subject | Action | Action Date | Agenda item |
|-------------|------|-----------------------------|--------------------------------------------------------------|---------------|-------------|-------------|
| 28-Nov-11 | L | Bryan Painter | Inspection certificate | Clerk Action | 28-Nov-11 | N |
| 28-Nov-11 | L | SG Planning | Permit - Cedarstone, Rosewood Ave. | Clerk Action | 28-Nov-11 | Y |
| 28-Nov-11 | L | SG Planning | Refuse - Barns to south of Street Farm, The Street, Alveston | Clerk Action | 28-Nov-11 | Y |
| 29-Nov-11 | L | CRK Garden Manicures | Invoice £1,350.00 | Clerk Action | 30-Nov-11 | Y |
| 29-Nov-11 | L | Charity Commission | News - special edition | Dist'n & File | 30-Nov-11 | N |
| 30-Nov-11 | L | Greenfields Garden Services | Brochure | Dist'n & File | 30-Nov-11 | N |
| 30-Nov-11 | L | SG Deaf Association | Newsletter Dec 2011 | Dist'n & File | 30-Nov-11 | N |
| 30-Nov-11 | L | Summers Memorial Masons | Request+payment to add inscription to Remains Plot 42 | Clerk Action | 30-Nov-11 | Y |
| 30-Nov-11 | L | Co-operative Bank | Changes to T&C's re. Electronic payments | Clerk Action | 30-Nov-11 | N |
| 30-Nov-11 | L | SG Planning | Advice of Site visit - Mulberry House 9 Dec @ 10.25pm | Clerk Action | 30-Nov-11 | Y |
| 30-Nov-11 | L | CFS | Invoice £28.56 | Clerk Action | 30-Nov-11 | Y |
| 03-Dec-11 | L | SG Council | Invitation to commit to the revised Parish Charter | Clerk Action | 03-Dec-11 | Y |
| 05-Dec-11 | L | Bryan Painter | Inspection certificate | Clerk Action | 05-Dec-11 | N |
| 05-Dec-11 | L | ICO | Request for payment of Registration fee | Clerk Action | 05-Dec-11 | Y |
| 05-Dec-11 | L | LCR | Winter 2011 | Dist'n & File | 05-Dec-11 | N |
| 06-Dec-11 | L | JHMC | Invoice £92.07 | Clerk Action | 06-Dec-11 | Y |
| 01-Dec-11 | E | SG Strategic Planning | Notice of submission of SG Core Strategy | Dist'n & File | 06-Dec-11 | N |
| 07-Dec-11 | E | SG Council | Invoice £34.75 - Litter Bins | Clerk Action | 07-Dec-11 | Y |
| 07-Dec-11 | L | Virgin Media | Invoice £26.40 | Clerk Action | 07-Dec-11 | Y |
| 12-Dec-11 | L | Four Towns & Vale Link | Request or Grant Funding | Clerk Action | 12-Dec-11 | Y |
| 14-Dec-11 | L | Mike Webb | Claim for Weed treatments | Clerk Action | 14-Dec-11 | Y |
| 12-Dec-11 | E | SG Highways | Temp closure of The Street | Clerk Action | 12-Dec-11 | N |
| 13-Dec-11 | E | Frances Houghton | WI reply re. John Dyer award | Clerk Action | 14-Dec-11 | N |
| 11-Dec-11 | E | Digley Associates Ltd | Date for Annual Inspection | Clerk Action | 13-Dec-11 | Y |