

**Minutes of the Parish Council Meeting
Held on 20th Aug 2012 at 7.30p.m. in the Jubilee Hall.**

Present: - Cllrs Terry Hunt (TH)(Chairman), Bernard Willcox (BW), Steven Blick (SB), Phil Squires (PS), Allison Peters (AP), Brian Lee (BL), Hannah Richmond (HR), James Sumner (JS), Mike Webb (MW), Shirley Holloway (SH) (SGC),

Bob Phillips (Clerk)

1. Apologies for Absence

Cllrs. Marcus Fry (MF), John Cutland (JC), Maggie Tyrrell (MT) (SGC),

The chairman informed the meeting of Cllr John Cutland's recent accident and joined the members in wishing him a speedy recovery.

2. Evacuation Procedure

The evacuation procedure was noted

3. Public Participation

Mr George Johnson attended.

4. Declaration of Interests

None

5. Minutes and matters arising from previous meetings

Parish Council meeting of Monday 16th July 2012

Resolved: The minutes of the Parish Council meeting of Monday 16th July 2012 were accepted and signed by the chairman.

5.1. Matters Arising

None

5.2. Outstanding Actions

5.2.1. **Action 120220-3 to seek a new chairman of the John Dyer award committee.**

Action to Cllr John Cutland

The Clerk reported that he was delighted to announce that Mike Josey, a long-time resident of Alveston has agreed to act as the Chairman of the awards committee.

Resolved: That the Council endorse Mike Josey as the Chairman of the John Dyer Award Committee.

Following a meeting with Mike, the Clerk reported that he was very supportive of the previously expressed view that the award should be restricted to just a single winner each year. BW supported this view and from his recent experience as a member of the awards committee felt that this minor change to the rules would help to simplify the process of selection. The chairman supported this view and proposed that the rule be changed with immediate effect.

Resolved: That the John Dyer Award Definition (rules) is amended to restrict the award to a single winner each year. A joint award to a partnership is to be counted as one award.)

Mike Josey had also suggested that the Parish Council should consider a new young person John Dyer Award.

Current rules restrict the award to an adult over the age of 25 years.

HR suggested that the main award's age limit should be lowered to over 18 years and a new "Young Persons Award" could be introduced for 18 years and under. This would then better equate to when young people traditionally leave school and possibly move away from the Parish.

SH said that Thornbury Town Council already operated a similar award that included all pupils at Marlwood.

It was agreed that the suggestion was a good one but required a more detailed discussion and would be referred to the F&GP Committee. It was unanimously agreed to lower the age limit of the John Dyer Award to over 18 years with immediate effect.

Resolved: That the John Dyer Award Definition (rules) is amended to be available to all over the age of 18 years.

5.2.2. **120618-2 to report to SG the overgrown verge alongside the footpath across Alveston Down, also the low branches.** **Action to Clerk**

The Clerk had reported this to SG Council and the task had been placed on their programme.

Action closed

5.2.3. **120716-1 to add the Annual Parish Meeting as an agenda item to future PC meetings.**

Action to Clerk

See agenda item 9. Action Closed

5.2.4. **120716-2 to write to the Police Inspector responsible for Community policing to remind about previous agreements made regarding attendance/reports to the Parish Council.**

Action to Clerk

The Clerk read out the email received from Inspector Andy Workman. He had agreed to continue supporting the attendance at Parish Council meetings wherever possible and that a report be sent where attendance was not possible. See item 7.1.

Action Closed

5.2.5. **120716-3 to require the Grounds Maintenance contractor to immediately address the poor grass cutting at Cross Hands and to keep closer to the specification of the contract.**

Action to Clerk

Grass contractor urged to fulfil requirements of contract. Action Closed

5.2.6. **120716-4 to add "part-night time lighting to the next meeting agenda.**

Action to Clerk

See item 10. Action Closed

6. Recommendations from Committees

6.1. **Planning** (Meetings 18th June) – nothing to report.

6.2. **Playing Fields & Open Spaces** – (Meeting 6th August) – PS reported as follows:

6.2.1. Picnic Benches – It was proposed to purchase 2 x Plaswood adult picnic table from Langley Designs and be installed on Limekiln Field by York Fencing for a total cost of £850.00. The cost to be paid out of the donation of £1,000 received last year

Resolved: To agree purchase and installation of two picnic tables as quoted

6.2.2. Memorial Bench – The full cost of the purchase of the memorial bench and installation had been agreed by the Booth family and a cheque received. The item had been ordered and a work order sent to York Fencing for a concrete base to be installed.

6.2.3. "Per Season" charges – the committee had considered this proposal and because of difficulties in managing potential excessive use of the pitch. It was decided to continue with hire of the football pitches on a "per game" policy

6.2.4. Tree Survey – Ben Rose of BoSky Trees had conducted a full survey of the trees on the playing field last week. A verbal report received on the day confirmed that there was no immediate and

high priority work required and apart from some minor tree works to be undertaken within the next year, the report would give a “clean bill of health.” The cost of the survey and report would be £300.

- 6.2.5. Cemetery Development – PS suggested that after a recent visit to the Cemetery he was proposing that the PF&OS committee embarks on a development plan which takes the existing proposals to update the landscape planting and explore other opportunities to create a better service offering to our customers, increase the “commercial” viability of the facility and to put in place a long term plan with the aim of making the cemetery more likely to be self-supporting in the future. He assured the meeting that the overriding emphasis of the project would be to ensure that the tranquillity and unique feel of the cemetery would be maintained.

6.3. **Footpaths & Allotments** – (No Meeting)

- 6.3.1. Access path to Allotments – HR reported that the access track to the allotments had become impassable during the recent bad weather and we had received a number of complaints from plot holders that it was proving almost impossible to reach the site. The problem was exacerbated by the very bad condition of the public footpath from Forty Acre Lane. This latter problem was being dealt with by the Clerk in discussion with the SG PROW team.

A number of suggestions had been made to remedy the problems with the access track but all would require some drainage and surface work, a potentially expensive activity. The Clerk would be discussing the problems with the landowner shortly but it was generally felt that the problem was a Parish Council matter to resolve. It was too early yet to make any decisions and the Council would await a detailed proposal.

120820-1 to prepare a detailed proposal of work to make the allotment access path more usable. ***Action to Clerk***

6.4. **Finance and General Purposes** - (Meeting 6th August) TH Reported as follows:

- 6.4.1. Qtr 1- 2012 Budget Review – TH reported on the budget review which had identified that after all committed expenditure had been deducted there was just over £9,000 available across all committee budgets for the remainder of the year. Although there would be some additional funds available from income, all members should be aware that this year we must be very careful with our expenditure.

It was also becoming apparent that a rise in the precept is more likely in the next financial year.

- 6.4.2. Youth Centre Car Park Lease – TH reported that the YC Car Park was leased by the Council from the Jubilee Hall Charity in 1991 for 22 years and the lease expires on 4-Oct-2013. The Council can apply for a further 22 years extension after 4/10/12 and before 4/3/13.

Although no documented evidence of the reason for the lease was available, it was assumed that it was a means of spreading the costs associated with the car park and garden across the whole community rather than by JH users only. The car park in particular was a “whole community” asset.

BL as JHMC representative was not aware of the arrangement and felt that it was highly likely that the JHMC would support the Council continuing with the lease.

It was agreed that the council should serve notice of its intention to renew the lease and meanwhile enquiries to be made of the legal costs involved and the process required.

Resolved: to serve notice to the JHMC that the Parish Council would wish to renew the lease it holds on the YC Car Park and JH garden area.

120820-2 to write to the JHMC serving notice that the Parish Council wishes to renew the lease of the YC Car Park and JH garden. To also establish an approximate cost of the lease renewal. ***Action to Clerk***

7. Representatives Reports.

7.1. **Police Matters**

Email from Inspector Andy Workman – *I continue to support the partnership developed between the council and the Police, particularly the Neighbourhood Policing Team. I am somewhat*

disappointed that Tony has failed to either attend or update the meetings and assure you that this will be subject of a discussion between us. It is true that we aspire to have the PCSO's on visible patrol for 80% of their working time, but this should not affect the contact time they have with a working partners. I will ensure that the contact is maintained with the people of Alveston, indeed the visible patrols are aimed at doing just that.

7.2. South Gloucestershire Council

- 7.2.1. Carriageway & Footway Assessment (Area Forum) – SH suggested that she will be in a better position to report on how the proposal will work once the detail has been discussed at the Area Forum meeting next week.

7.3. Youth Centre

AP – nothing to report.

7.4. Jubilee Hall

BL reported that, as can be seen, the redecoration has been completed. Members commented that the result was excellent and the building felt fresh and much improved.

7.5. SSCG

BL reported on the recent meeting held in Alveston on 1st August.

There was to be a demonstration of security of garden sheds but due to technical difficulties this did not happen.

Thornbury Car Parking – there was to be a redesign of the Rock Street Car Park.

Defibrillators – Olveston and Severn Beach are moving forward with plans for local provision of this facility. Alveston Community Forum is looking at funding one defibrillator but that will depend on the success of the Community Show in 2013.

PS commented that he thought that the Parish Council may wish to consider its role in the provision of defibrillators. This comment was supported by HR who explained the operational process. It was agreed to discuss this at a later date.

BL continued his report:

Cars for sale on grass verges – The police had commented that a single car for sale is not illegal if not causing a “line of sight” obstruction however it may be a matter for SG Council Trading Standards where multiple cars are for sale or the Streetcare/Highways departments where verge damage occurs.

Traffic light filter on A38 – A complaint had been received about a faulty filter on the southbound lane when turning right at Berkeley Vale on the A38. The installation had been fully tested and found to be working correctly although it is dependent on the vehicle approaching the turning in the correct line.

8. **Community Forum**

PS reported.

The Community Forum will be supporting the Alveston Flower and Craft Show on 1st September.

A meeting is planned for 21st August for advanced planning of the Christmas event at Greenhill Parade. It was hoped the event will be bigger with more activities than last year with more involvement of the shopkeepers.

Planning is also starting on the Community Show in 2013.

9. Annual Parish Meeting 2013

Following several years where attendance had been low, the meeting discussed options for the 2013 Annual Parish Meeting. As an aid, the guidelines from SLCC shown below were used:

1. *A Parish Meeting must be held once a year, between 1st March and the 1st June*
2. *The Notice to convene the Meeting should be signed by the Chairman of the Parish Council.*
3. *The Notice should be displayed in some conspicuous place (or places) in the Parish. Copies may also be sent to Parish Councillors; other elected representatives (District and County Councillors, M.P., M.E.P. etc) and circulated to local organisations in the Parish. The greater the publicity, the more likely the meeting is to be well-attended.*
4. *The Chairman of the Parish Council, if present, must preside.*
5. *The Annual Parish Meeting is a meeting of all the local government electors for the Parish. It is NOT a meeting of the Parish Council, which the public can participate in, and great care should be taken with the room layout to avoid any impression that this is a Parish Council Meeting.*
6. *Experience shows that a meagre agenda with little to discuss will produce a poorly attended, over-long meeting, which will provide an ideal opportunity for most of the audience to drop off to sleep! It is usual for the Chairman of the Parish Council (or perhaps the Chairmen of Parish Council Committees, where they exist) to present a verbal "annual report" of the activities of the Parish Council, highlighting significant achievements etc*
7. *Other items which may be on the agenda, include:*
 - *The Attendance Record of Parish Council Members.*
 - *Where there are one or more Parochial Charities, their Accounts could be presented to the Meeting, perhaps by a trustee of the Charity.*
 - *Where the Chairman/Mayor raises funds for local organisations/charities, the presentations could take place during the meeting, with recipients been asked to give a brief outline of the intended use of the donation.*
 - *Likewise, where the Parish Council uses Section 137 (LGA 1972), to provide grants to local organisations, they could be invited to explain how these funds will be used.*
 - *A representative of a local organisation (e.g. W.R.V.S. Branch) could be invited to speak (briefly) on the work of that organisation. (This will increase attendance as the speaker will not come alone!).*
 - *There may be a local issue which is causing concern – include it on the agenda – Village Appraisals, Village Design Statements, etc.*
 - *Although not necessarily an item for the Agenda, it is useful to have the date of the Notice to convene the Meeting mentioned at the opening of the meeting and recorded in the Minutes.*
 - *There is no short-cut to preparing an interesting, informative and attractive Agenda. It requires preparation, so discuss possible Agenda items with the Chairman throughout the year (rather than 3 weeks before the meeting!). The Key Questions (for any meeting) are:*
 - **WHY** are we meeting?
 - **WHAT** do we want to achieve?
 - **WHO** has specialist knowledge in this field?
 - **WHEN** are we meeting?
 - **WHERE** (in a suitable room in the Parish)?

PS had earlier proposed that a small working party should develop some ideas for a more inclusive event where all the organisations in the Parish could present their achievements perhaps in static displays. The event could then take on a more community-based social atmosphere incorporating the legal requirements of the Annual Parish Meeting.

BW felt that we should reduce the Annual Parish Meeting to its minimum and just accept that most residents are apathetic towards community activity unless there is a specific issue. This idea was eventually turned into a formal proposal which was carried on a majority vote.

Resolved; To minimise the agenda of the Annual Parish Meeting 2013 to the basic legal level required.

120820-2 to prepare a minimal agenda for the Annual Parish Meeting 2013

Action to Clerk

10. Part-night time Lighting

Following previous discussion and a presentation from SGC, the meeting discussed whether to proceed with the Part-night time lighting project to step 4 whereby the parish would be consulted:

The Clerk reported on information received from Charfield Parish Council and Thornbury Town Council both of whom had adopted the scheme. After some initial discussions about individual lights, residents had accepted the process and no further complaints had been received. There had been no increase in reported crime in either area.

Following a request, Inspector Andy Workman of Avon and Somerset Police stated as follows: *We the Police are regularly approached regarding evidence and statistics to either support the initiative or otherwise. There is nothing to suggest that the initiative has had any affect (positive or negative) on crime types or trends. I appreciate that this seems a brief answer to a decision that will take much debate and decision making, but there is nothing more I can add.*

Charfield Parish Council has a similar number of street lights to Alveston Parish and estimates the cost savings were £1,400 per year (2010 figures)

Following further discussion, the members could see no advantage in the project and concerns about crime rates and safety were expressed. It was agreed not to take the project further.

11. Correspondence

11.1. Correspondence for Information

A list of correspondence received is available from the Parish office.

11.2. Correspondence for Action

None

12. Authorisation of Payments

12.1. Payments.

12.1.1. Payments authorised at the F&GP meeting 6th Aug.

Details	Chq. no	£
Litter Bin Emptying	2110	40.92
Grounds Maintenance	2111	1010.90
Photocopy Services	2112	26.80
Install Litter Bins at Cross Hands	2113	306.35
Room Hire	2114	62.12
Staples – Stationery	2115	72.73
Total expenditure		1519.82

12.1.2. Payments to be authorised

Details	Chq. no	£
Broadband to 31 Aug	2116	26.40
External audit	2117	480.00
Donation	2118	75.00
Playground Insp/Litter/Bus shelter cln	2119	334.84
E Buyer – Colour Printer	2120	94.99
Telephone Services	2121	73.86
Water Rates – Cemetery	2122	19.09
Salary – Cemetery caretaker	2123	86.63
Salary – Insp/Bus shelter clean	2124	170.80
Salary/exp - Clerk	2125	1140.27
Total expenditure		2501.88

12.2. Income Received

12.2.1. Recent Receipts noted at the F&GP meeting 6th Aug

Details	Lgmt. no	£
Interment Plot 16	Inc 2119	78.00
Memorial Plot 16	Inc 2120	72.00
Total income		150.00

12.2.2. Recent Receipts

Details	Lgmt. no	£
Donation for Memorial Bench	Inc 2121	821.00
Total income		821.00

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

13. Any Other Business

13.1. Wolfridge Lane

SB asked if the Clerk would again raise the problems of the poor state of Wolfridge Lane where vegetation and rubbish had been swept down the hill by the rains, filling the gully at the bottom of the hill and once again causing flooding in Wolfridge Ride.

120820-3 to follow up with SGC the previous report made re. clearing Wolfridge Lane and gully clearing.
Action to Clerk

13.2. Children playing in Rudgeway Park

MW reported that he had received a request from a resident in Rudgeway Park who was fearful of cars travelling too fast into the cul-de-sac and causing an accident. Several families with young

children have moved into the road and there is general concern about their safety. A request should be made to SGC to look into the matter.

120820-4 to request SGC investigates road calming or additional signage at the entrance to Rudgeway Park ***Action to Clerk***

Meeting closed at 8.45pm.

The next meeting of Alveston Parish Council is on Monday 15th October at 7.30pm.