

**Minutes of the Parish Council Meeting
Held on 20th January 2014 at 7.30pm in the Jubilee Hall.**

Present: - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), John Cutland (JC), Mike Webb (MW), Ann Wilkins (AW), Marcus Fry (MF), Steve Blick (SB), James Sumner (JS), PC Sean White, PC Tony Blackmore, Shirley Holloway (SH) (SGC).
Graham Smith (Clerk)

1. Apologies for Absence

Phil Squires (PS),

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

None

5. Minutes and matters arising from previous meetings

5.1. Parish Council meeting of Monday 16th December 2013: -

13.058 Resolved: The minutes of the Parish Council meeting of Monday 16th December 2013 were accepted and signed by the chairman.

6. Recommendations from Committees

6.1. **Planning** (Meetings 16th December, 6th January) – (MW) reported as detailed within the Planning meeting minutes.

6.2. **Playing Fields & Open Spaces** (No meeting)

Following the tender process and the selection of grounds maintenance contractor the Parish Council is to approve the Grounds Maintenance Contract for period 1st April 2014 to 31st March 2017 prior to being presented to the contractor for signing.

Cllr Terry Hunt proposed the approval of the Grounds Maintenance Contract
Cllr. John Cutland seconded the proposal

13.059 Resolved: The Parish Council approves the Grounds Maintenance Contract for period 1st April 2014 to 31st March 2017.

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

(MF) will be organising a visit and review of allotments and will advise councilors when this is to take place and welcomes councilors input and site visits.

6.4. **Finance and General Purposes** - (Meeting 6th January) (TH) reported on the meeting as in the minutes dated 6th January:

6.4.1 (TH) requested that the committee approve spending £333 for labour to rectify issues raised in the annual park equipment health & safety inspection report.

Cllr James Sumner proposed approval for the request for finance.
Cllr. John Cutland seconded the proposal

13.060 Resolved: The Parish Council approves the request for finance as part of general maintenance as suggested in the annual park equipment health & safety inspection report.

6.4.2 (TH) requested that the committee approve the notification of the 2014/15 precept on the Billing Authority of £53107.65 (precept) plus £2,198 (LCTS grant) – Total £55,305.65

Cllr. Alison Peters proposed approval for the request to serve notification of the 2014/15 precept on the Billing Authority.

Cllr. Anne Wilkins seconded the proposal

13.061 Resolved: The Parish Council approves the request to serve notification of the 2014/15 precept on the Billing Authority.

7. Representatives Reports

7.1. Police Matters PC Sean White & PC Tony Blackmore reported

PC Sean White introduced himself and PC Tony Blackmore and reported to the Council that in general all was very good in Alveston with no major crimes or criminal activity.

The police station is now located in Castle Street in Thornbury, however there is no public access. This will continue for the foreseeable future but the council will be updated when this situation changes.

PC Tony Blackmore reported that crime in Alveston has been extremely low with only one item to report which was the break in at the butchers located at Alveston Parade. The theft was unusual in that the perpetrator broke in through the front door and the only item taken was the till. No information was forthcoming neither through house to house enquiries nor from CCTV footage.

PC Sean White reported that a “shop watch” initiative was being trialed in Thornbury. If a shoplifter was caught (twice) in any of the thirteen partaking shops then that person would be banned from all thirteen shops. The council were informed that due to the current quiet spell (crime wise) that they have a greater amount of time to allocate to preventative initiatives such as Pub Watch, which is a similar initiative to shop watch.

(MW) asked if the switching off of street lighting during the night had any significant effect upon criminal activity. PC Sean White informed councillors that this action made no change to criminal activity what so ever.

(MF) requested information relating to road accidents. PC Tony Blackmore reported that there were no major accidents to report and felt that the new brighter lights on Thornbury Hill was a contributing factor. However, there has been an increase in motor cycle accidents (not specifically the Alveston and Rudgeway areas). PC Sean White stated that an increase in cyclists jumping red lights was worrying.

(AW) requested information from the Police Officers relating to bicycle lights and enquired whether the use of flashing lights only was legal. PC Tony Blackmore responded by stating that cyclists should have a static light as this assists in seeing what lies ahead but if a cyclist had only a flashing light this would not be unlawful.

(MW) asked “now the speed limits between Rudgeway and Latteridge have been altered is there an intention to deploy a mobile speed camera?” PS Sean White informed councillors that a speed van was available but has no say in where and when this would be deployed.

7.2. South Gloucestershire Council

(SH) informed councillors of the forthcoming South Gloucestershire Council meeting to discuss the Travel Plan and listed relevant items to be discussed (as follows) and requested councillors’ feedback

:

- Speed restrictions – Down Road / Strode Common
- Consideration for pedestrians at Greenhill Road
- Footway outside The Ship Hotel (very narrow).
- Parking outside Alveston Methodist Church

(TH) remarked that any form of pedestrian crossing located at Greenhill Road would be impractical and reported to (SH) that coaches were using Down Road / Greenhill Road and requested that South Glos Council add this concern to their travel plan.

(TH) was concerned that the Council had not been informed relating to the public meeting concerning a proposed “no waiting” restriction located at St Davids Lane and was also concerned that should the no waiting restriction be applied, parking would be displaced and cause problems in other areas.

It was noted that South Gloucester Council Planning Department had ignored the representation from the Parish Council that building new houses in that area would cause such problems.

140120-01 – Forward letter to Adam Bruce (SGC) relating to breakdown in communication concerning public meeting.

Action to Clerk

(AP) expressed interest in receiving information concerning the Travel Plan and how it relates to St Helens School.

(JC) informed (SH) that the road outside St Helens Church (where the tree is located), which comes under South Glos Council control continues to attract unauthorised parking and requested that the council bring this issue up with the school and police.

(SH) reported that refurbishment of Merlin Housing properties relating to Quarry Road would take place during 2016 – 17 (7th Phase). (TH) requested an update with regard to the empty fire damaged property located at Greenhill Road / Underwood Close. (SH) stated that contractors were currently undertaking work at the house in question. (AW) raised this concern in a letter to which there was no reply forthcoming.

7.3. **St Helen’s School Community Governor’s Report**

None

7.4. **Other Representative Reports**

None

7.5. **Jubilee Hall**

A meeting of the Jubilee Hall management committee will take place on Wednesday 29th January 2014. (AP) (as Alveston Parish Council representative) will be unable to attend and requested that a representative from the Parish Council attend the meeting as a matter relating to the storage of council documents in the Jubilee Hall is on the agenda. (MF) agreed to represent the Parish Council.

7.6. **Youth Centre**

None

7.7. **Alveston Trust**

None

7.8. **Safer Stronger Community Group**

None

8. Community Forum

None

9. Correspondence

9.1. Correspondence for Information

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

9.2. Correspondence for Action

None

10. Authorisation of Payments

10.1. Payments.

10.1.1. Payments authorised at the F&GP meeting 6th January

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters and John Cutland

Details	Chq. no	£
Grounds Maintenance Contract-Dec	2364	1038.20
Total Payments		£1038.20

10.1.2. Payments authorised by Cllrs Mike Webb and James Sumner

Details	Chq. no	£
Cemetery Rates	DD	55.00
Dog Bin Empty	2365	99.14
Litter Bin Empty	2366	66.10
Alpha Software Maintenance	2367	128.40
Photocopies & printing	2368	12.26
Quarterly Tax Payments & NI	2369	999.92
Broadband Supply	2370	26.40
Data Protection Renewal	2371	35.00
Monthly Salary / Mileage / Expenses	2372	1221.02
Monthly Salary	2373	173.30
Monthly Salary	2374	89.93
Total expenditure		£2906.47

10.2. Income Received

10.2.1. Recent Receipts

Details	Chq. no	£
Burial Plot 12	Inc2366	82.00

Details	Chq. no	£
Bank Interest	N/A	2.58
Western Power Distribution	Inc2367	73.59
Total Receipts		£158.17

13.062 Resolved: That all receipts and payments presented to the PC meeting on 20th January 2014 were accepted.

11. Any Other Business

11.1. Standing Orders – (AP) asked councillors if they received the Alveston Parish Council Standing Orders document.

(JC) requested that he bring the wording of Item 8 of the Standing Orders to councillors' attention.

(AP) asked councillors if any clarification was required relating to item 15 (Approval of all expenditure is to be recommended by the finance committee and the processes involved as indicated) – No clarification was required.

(AP) asked councillors to review Item 18 (The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee) and to also consider "Emergency Decisions" and asked if it be appropriate to include this within the Standing Orders to allow urgent actions to be taken by: The Clerk, Chairman with approval of one other member. (SB) requested clarification on what would be considered "urgent" and councillors agreed that this would be any Health & Safety related issue or where the council may be placed "at risk".

- **"Emergency Decisions** - Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council".

Cllr John Cutland proposed that the Council adopt the Alveston Parish Council Standing Orders and to include the addition of the order relating to "**Emergency Decisions**".

Cllr. Mike Webb seconded the proposal

13.063 Resolved: The Council adopt the Alveston Parish Council Standing Orders and to include the addition of the order relating to "Emergency Decisions".

11.2. (AW) & (SB) requested that all committee members are involved in all decisions taken by the appropriate sub committees, (TH) highlighted to the Council that the Grounds Maintenance Tender working group had the mandate from the Council to progress the process within the allotted timescales however concerns were raised in general over how the council members could communicate more effectively. The timescales of meetings were discussed but councillors believed that it was inappropriate that Council meetings should stretch beyond the allotted time frame and in order to consider this issue in depth the suggestion was raised that councillors meet informally outside the constraints of formal Parish Council meetings. (AP) agreed to consider how this may be achieved.

11.3. Clerk had been informed by the ALCA county secretary that the ALCA "Being a Good Councillor" course earmarked for February had been cancelled but are now taking bookings for 22nd March in South Gloucester. These courses cost £60 to ALCA members. Clerk requested that any interested Councillor to contact him for further details / arrangements.

11.4. (SB) informed the Council that his email facility was currently out of order. It was suggested that any councillor with email problems inform the Clerk in order to communicate the fact to other councillors and make alternative arrangements for ongoing communications.

Meeting closed at 8.50pm.

**The next Council Meeting is on
Monday February 17th 2014 in the Jubilee Hall**