

**Minutes of the Parish Council Meeting  
Held on 14<sup>th</sup> April 2014 at 7.30pm at the Alveston House Hotel.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Phil Squires (PS), Marcus Fry (MF), Mike Webb (MW), Steve Blick (SB), James Sumner (JS), Ann Wilkins (AW), Shirley Holloway (SH) (SGC) Graham Smith (Clerk)

**1. Apologies for Absence**

Terry Hunt, Paul Caddick, Maggie Tyrell, Tony Blackmore.

**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. **14.005 Resolved:** The minutes of the Parish Council meeting of Monday 17th March 2014 were accepted and signed by the chairman.

5.2. Matters Arising

As the response to outdoor gym equipment was very poor the committee enquired if a response had been received with regard to alternative suggestions. (Clerk) commented that one reply had been received stating disappointment that the installation of outdoor gym equipment had been shelved.

(SB) suggested a running track be installed however, the committee agreed that if no interest in gym equipment was forthcoming it is doubtful that interest in a running track be generated.

(AW) requested that research be undertaken with regard to the installation of bus shelters where requested. (SH) agreed to investigate finance available and possible locations and report back to the committee.

- 5.3. Outstanding Actions: - Clerk reported progress relating to outstanding actions as detailed on the action list.

(AP) confirmed that **PC131021-2** – “Council to set policy on a consistent method of consultation for future “Public Consultation” issues” and **PC131021-4** “ Investigate initiatives to raise additional finances to assist funding of services which will be affected by South Gloucestershire Council’s future cut backs” will be included at the councillors meeting on 28<sup>th</sup> April.

(Clerk) stated that (with regard to **PC140317-05** – “Send parish meeting invitations to all groups”) that no up to date contact list existed for parish groups and societies within the Parish Council records and was therefore unable to contact groups by telephone. (PS) suggested that an up to date list of groups and contact details may be available via the Community Forum and suggested that (clerk) contact Elaine Lee in the first instance.

**PC140414-01:** Contact Elaine Lee in order to obtain an up to date list of clubs, societies and organisations within the parish and contact details.

**Action to Clerk**

(AP) confirmed (clerk) to progress PC140317-06. (SH) informed the council that a new head teacher had been appointed at Marlwood School commencing September 2014 and suggested a letter be forwarded to invite Mr. Pope to a Parish Council meeting.

**PC140414-02:** Write a letter to Mr Pope inviting him to attend a future PC meeting.

**Action to Clerk**

(MF) agreed to alter deadline date for FP & A actions to the end of June.

## 6. Annual Return 2013/14

### 6.1 Accounting Statement

The committee recommends approval of the Accounting Statement 2013/14, Proposed (AW), and seconded (PS).

**14.006 Resolved:** The committee approves the Accounting Statement for 2013/14.

### 6.2 Annual Governance Statement

The committee recommends approval of the Annual Governance Statement 2013/14, Proposed (PS), and seconded (AW).

**14.007 Resolved:** The committee approves the Annual Governance Statement for 2013/14.

(Clerk) presented to the council the year end Bank Reconciliation, annual return, accounts and financial statement, the allotment account and asset register.

## 7. Agenda for Annual Parish Meeting

(Clerk) confirmed agenda for annual parish meeting. (AP), (SH), and (MT) expressed apologies for absence. (AP) informed councillors that John Cutland will Chair the meeting.

## 8. Review and Recommendations from Committees:-

- 8.1. **Planning** (Meeting 17<sup>th</sup> March & 7<sup>th</sup> April) – (MW) reported as detailed within the Planning meeting minutes.
- 8.2. **Playing Fields & Open Spaces** (No meeting)
- 8.3. **Footpaths & Allotments** – (No meeting)
- 8.4. **Finance and General Purposes** - (Meeting 7<sup>th</sup> April) – In Cllr Terry Hunt absence (clerk) reported as detailed within the Finance & General Purposes meeting minutes. The concerns raised relating to the asset value as indicated on the asset register had been resolved and the figure shown in the asset register is correct and now included in year-end paperwork for audit.

## 9. Representatives Reports

- 9.1. **Police Matters** - Report emailed by PCSO Tony Blackmore.

Police Report:

Sat 29th March: - Between 9pm-11pm there was a Burglary on Quarry Road, entry was via a forced rear door, an untidy search of the property was made and jewellery was stolen. Crime scenes officer has attended; nothing was seen or heard by neighbours.

Sun 30th March – Overnight there was an attempt burglary on Bodyce Road, an attempt was made to force the rear door, the offender/s were unable to gain entry due to good security. Nothing was seen or heard by neighbours.

Mon 31st March – Over the period of a week a child's quad bike was stolen from a garage on Greenhill Parade, the garage was not locked, or the quad bike. There was no cctv in the area and no witnesses. An image has been circulated within Police for observations.

Thurs 3rd April – There were two thefts by the same offender at Alveston Stores, Down Road, male selected several items on two separate occasions. This was caught on Cctv and images seized by Police. The offender was identified and arrested on 10th April for the offences.

Fri 4th April – Ongoing Anti-social behaviour and noise issues between two neighbours on Vattlingstone Lane. Police attended, words of advice were given. Housing association are aware and dealing.

Weds 9th April – In the early hours of the morning a car, believed to be a Vauxhall Corsa was parked near to Greenhill Parade, when seen by resident the car drove off with two occupants inside, due to darkness, no registration number could be seen. There were no crimes in the area, but as usual we are happy to be called about anything suspicious.

Thurs 10th April – A group of travellers arrived at The Masons Arms, Rudgeway, they were interested in the field to the rear and appeared to tamper with the padlock on the gate, officers attended but the group had moved on prior to arrival, no damage was caused.

Please can you mention that as a result of some cold callers in area we have visited many streets in Alveston and given hundreds of no cold calling leaflets to residents and fitted new no cold caller stickers to windows.

9.2. **South Gloucestershire Council** – Shirley Holloway reported

SGC has begun work relating to the road safety outside St Helens school, currently research is underway as to the best solution.

The road resurfacing at Woolfridge Ride has been completed.

The SGC cutbacks continue with continuous savings in staff costs whilst library charges will be increased. The green bin initiative received a 26% take-up. SGC will continue to create savings in the future and warned that consultations will continue.

9.3. **St Helen's School Community Governor's Report** - Chris Casey reported

The school sign will be upgraded, a design has been produced and funding will hopefully be in place although this cannot be confirmed prior to the next finance meeting.

The Thornbury Lyons funding for books has come through and booklists have been submitted with an emphasis toward boys reading requirements as their progress has been slower.

Mr. Spens will be attending the next Parish Council meeting in May however; Mrs Casey expressed her apologies as she will not be able to attend that meeting. The schools strategy relating to community engagement is high on their priority as this is an area OFSTED will examine. Many items on their survey list relating to community engagement have been achieved such as Helmet articles and attendance at Community Forum and Parish Council meetings.

The community garden has been a very successful initiative with funding from external sources.

9.4. **Other Representative Reports**

None

9.5. **Jubilee Hall**

None

9.6. **Youth Centre**

None

9.7. **Alveston Trust**

None

9.8. **John Dyer Award** –

Adrian Dyer will be presenting the John Dyer award at the Alveston Parish meeting on 16<sup>th</sup> April.

9.9. **Safer Stronger Community Group**

None.

**10. Community Forum**

None

**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 7<sup>th</sup> April

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Marcus Fry &amp; Phil Squires

Details	Chq. no	£
Grounds Maintenance Contract-Mar	2399	1,038.20
SGC Invoice - 207531 - White Lining	2400	318.24
SGC Invoice - Litter Bins (March)	2401	33.05
Photocopy & Printing	2402	12.54
Total Payments		£1402.03

## 12.1.2. Payments authorised by Cllrs James Sumner &amp; Phil Squires

Details	Chq. no	£
Cemetery Rates by Direct Debit	N/A	52.20
Broadband Supply	2403	26.40
Room Hire	2404	75.33
Alveston.org domain renewal	2405	13.30
Annual Membership subscription	2406	36.00
Tax & NI Q4 2014	2407	970.41
Monthly Salary	2408	90.13
Monthly Salary	2409	169.10
Monthly Salary / Mileage / Expenses	2410	1242.93
Total expenditure		£2,675.80

**12.2. Income Received**

## 12.2.1. Recent Receipts

Details	Chq. no	£
Internment of remains – plot 74	Inc2374	125.00
Allotment Plot – 35	inc2265	£27.55
Allotment Plot – 9	inc2266	£27.55
Allotment Plot - 13	inc2267	£27.55
Allotment Plot – 5	inc2268	£27.55
Allotment Plot – 33	inc2269	£27.55
Allotment Plot – 8	inc2270	£27.55
Allotment Plot – 6B	inc2271	£16.50
Allotment Plot – 26	inc2272	£27.55
Allotment Plot – 18	inc2273	£27.55
Allotment Plot – 7	inc2274	£27.55
Allotment Plot – 30	inc2290	£27.55
Allotment Plot – 22	inc2291	£27.55
Allotment Plot – 10	inc2292	£27.55
Allotment Plot – 15	inc2293	£27.55
Allotment Plot – 4	inc2294	£27.55
Allotment Plot – 23	inc2295	£27.55
Allotment Plot – 21	Inc2296	£27.55
Total Receipts		£582.30

**14.008 Resolved:** That all receipts and payments presented to the PC meeting on 14<sup>th</sup> April 2014 were accepted.

**13. Any Other Business**

- 13.1. (AW) requested that (SH) supply details of roads which are to be upgraded.
- 13.2. (JS) reported to police suspicious behavior of individuals at Alveston Parade.
- 13.3. Concern was expressed to (SH) relating to the amount of vehicles parked on the grass verge at the traffic lights at Rudgeway as this could be a hazard causing reduced visibility. It has also been observed that these may be cars for sale and if so could be illegal. (SH) would look at raising this issue at the safer stronger communities group on Wednesday 21<sup>st</sup> at Thornbury Leisure Centre.

Meeting closed at 8.45 pm.

**The next Council Meeting is on  
Monday May 19<sup>th</sup> 2014 at the Jubilee Hall**