

**Minutes of the Parish Council Meeting  
Held on 19<sup>th</sup> May 2014 at 7.30pm at the Jubilee Hall.**

**Present:** - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), Marcus Fry (MF), Steve Blick (SB), James Sumner (JS), Ann Wilkins (AW), Paul Caddick (PC), Shirley Holloway (SH) (SGC), Maggie Tyrrell (MT) (SGC), PC Tony Blackmore, PC Sean White  
Graham Smith (Clerk)

**1. Apologies for Absence**

Mike Webb (MW)

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Mr. Spens, Mrs. K Blick

**5. St Helens School – Mr. Spens (Head Teacher)**

Mr Spens introduced himself to councillors and presented a report covering; key values, observations, Ofsted inspections and beyond.

(AP) Thanked Mr Spens for attending the council meeting, presenting the report and updating councillors and suggested that Mr Spens attend a council meeting once a year, a suggestion which Mr Spens was pleased to accommodate.

(TH) thanked Mr Spens on behalf of the Thornbury Lions Club for the book of thanks presented to the Lions Club following the donation made to the school for which which Mr Spens thanked (TH) & The Thornbury Lions Club.

**6. Minutes and matters arising from previous meetings**

- 6.1. (SH) advised that item 5.2 on the minutes should read “bus shelters” NOT “bus stops”. (Clerk) made the necessary corrections to the minutes of the previous meeting.

**14.015 Resolved:** The minutes of the Parish Council meeting of Monday 14<sup>th</sup> April 2014 were accepted and signed by the chairman.

- 6.2. Matters Arising

(SH) advised the council that after an investigation re. the installation of a bus shelter on the Thornbury side of Down Road it was deemed too narrow to accommodate.

(SH) informed councillors that since the changes relating to SGC strategy for the disposal of dog waste she had received a complaint from a resident that dog waste had been thrown into their garden. (Clerk) informed (SH) that despite changes adopted by SGC, Alveston Parish Council had not changed their strategy relating to dog & litter bins as a six month period for monitoring had been adopted. (Clerk) agreed to make a note of the complaint as part of the monitoring process.

- 5.3. Outstanding Actions: - (Clerk) reported progress relating to outstanding actions as detailed on the action list. Headway had been made on the urgent action relating to “*Construct a detailed plan for the loss of personnel to perform key tasks*”. (Clerk) reported that SLCC have a facility for arranging such emergencies and sample draft contracts and contact details for locums are available.

**PC140519-1:** Prepare a package of information and instruction for councilors in order to action emergency procedure if / when necessary. Copy to be given to Chairman

**Action to Clerk**

## 7. Review and Recommendations from Committees:-

7.1. **Planning** (Meeting 14<sup>th</sup> April & 12<sup>th</sup> May) – (TH) reported as detailed within the Planning meeting minutes.

7.2. **Playing Fields & Open Spaces** (12<sup>th</sup> May) – No report given as (MW), who chaired the last PFOS meeting was not at the Parish Council meeting.

Remedial work to be carried out to the fence at the Cross Hands play area. (£340)

(AP) proposed & (SB) seconded that the request by the PF & OS committee be adopted.

**14.016 Resolved:** To undertake remedial work to the fence at the Cross Hands play area. (£340)

Phase 2 remedial works as directed by the recommendations of the annual health and safety assessment. (£500)

(AP) proposed & (AW) seconded that the request by the PF & OS committee be adopted.

**14.017 Resolved:** To undertake remedial work as directed by the recommendations of the annual health and safety assessment. (£500)

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

(MF) had received information relating to a blocked footpath at the Street and an investigation will take place.

7.4. **Finance and General Purposes** - (Meeting 12<sup>th</sup> May) – (TH) reported as detailed within the Finance & General Purposes meeting minutes.

Staffing/gratuity fund be removed from Ear Marked Reserves and the balance be allocated to Election Expenses.

(TH) proposed & (JS) seconded that the instruction proposed by the F & GP committee be adopted.

**14.018 Resolved:** To remove the staffing/gratuity fund from ear marked reserves and the balance be allocated to Election Expenses.

Approval of a new bank mandate for the Bank of Ireland with updated information.

(TH) proposed & (AW) seconded that the bank mandate presented by (Clerk) be approved by the council.

**14.019 Resolved:** The bank mandate be adopted and forwarded to The Bank of Ireland.

## 8. Representatives Reports

8.1. **Police Matters** - Report presented by PC Tony Blackmore & PC Sean White.

PS Sean White reported - The police remain located at Castle Street station for the foreseeable future as there has been no update relating to their move. The completion of the Patchway station has been delayed to the end of July 2014 and Staple Hill have now closed their custody suite which has now been transferred to Southmead police station.

The police are actively involved in warning residents against the activities of “door to door” rogue traders with a recent leaflet drop targeted at old & vulnerable persons homes.

The police are aware of increased activity relating to break-ins targeting cigarettes but emphasise that as yet these have not occurred in Alveston.

PC Tony Blackmore reported a recent trend in the theft of motor cross bikes and theft of gardening equipment from sheds. Two sheds in Rudgeway had been targeted and a motorbike to the value of £1,000 had been stolen. Police have targeted residents in Rudgeway with flyers requesting that they be vigilant and secure their sheds.

Police are seeking volunteers for an Alveston community speed watch. Two sites have been selected and agreed. A group of eight persons are required and police will provide equipment and visibility jacket as required. Interested individuals should contact PC Tony Blackmore in the first instance.

One traffic accident was reported, this was a collision with an Ash tree on Thornbury Hill due to the driver avoiding a fox.

Issues and concerns have been raised due to vehicles parking on pavements. This was of particular concern with builders vehicles parking on the pavement at Strode Common depriving wheel chair users' access, also problems have been reported at David's Lane. Police are aware of the issues and will tackle the offenders when possible.

(SH) asked PC Blackmore for clarification relating to vehicles parking on grass verges along the A38. PC Blackmore responded by stating that if there is no road safety offence being committed (i.e. restriction of view) then they are unable to ask offenders to move unless a complaint had been received by the land owner.

8.2. **South Gloucestershire Council** – Shirley Holloway & Maggie Tyrrell reported

(MT) reported that SGC cutbacks continue.

(SH) reported that due to the erection of a bus shelter at Down Road being inadvisable owing to lack of space and pedestrian safety, and that the consultation relating to the Outdoor Gym equipment was negative the money set aside for projects in Alveston could be withdrawn or used elsewhere. It was advised that the Council look to the Cross Hands Play area and investigate whether essential new equipment is required.

**PC140519-2:** Investigate the potential for replacement play equipment at the Cross Hands play area and report to the Playing Fields & Open Spaces Committee.

*Action to Clerk*

8.3. **Other Representative Reports**

None

8.4. **Jubilee Hall**

None

(AP) read a letter to the council received from Les Forest (representative of the Jubilee Hall Management Committee) relating to concerns over decisions taken by the Parish Council with regard to the relinquished lease of the Youth Centre / Jubilee Hall Car Park.

(TH) reminded councillors of the reasons behind the decisions with regard to the relinquishing of the JH/YC car park. These being; that there were no lease terms presented to the Parish Council at the renewal date. The lease was to be greater than 7 years which would involve considerable legal expenses for both parties and that the council deemed this to be a waste of precept as it was believed that an informal arrangement would suffice. The Jubilee Hall management committee were not prepared to grant a lease for less than seven years.

(AP) noted that the Parish Council had resolved to continue to meet maintenance expenses relating to the JH/YC car park.

(JS) recommended to councillors that a conversation with Les Forrest would be advisable. (AP) to action.

8.5. Youth Centre

None

8.6. Alveston Trust

None

**9. Correspondence**9.1. Correspondence for Information

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

9.2. Correspondence for Discussion / Action

9.2.1 Fracking - (Clerk) presented to councillors a reply from Patrick Conroy (Strategic Planning Policy and Specialist Advice Manager for South Gloucestershire Council) to the letter forwarded requesting SGC strategy relating to Fracking within the area. (JS) recommended that the Parish Council should formulate a position relating to this issue and to make this an agenda item. (SH) stated that many differing viewpoints exist on the issues and a wide range of opinions should be investigated prior to any decisions being taken.

9.2.2 (Clerk) advised councilors that "The Square, outside number 6" will be closed for 5 days commencing on 6<sup>th</sup> June 2014. Alternative route for vehicles is The Square, Greenhill Down and vice versa.

9.2.3 (Clerk) advised councilors of a proposed upgrade to base station installation at Grove Farm, The Street, Alveston, Avon, BS35 3LH. – Vodafone / Telefonica. This is the addition of four aerial dishes to the existing mast.

9.2.4 (Clerk) distributed to councilors a letter of thanks from Elaine Lee for including the presentation of the John Dyer Award at the recent Annual Parish Assembly.

**10. Authorisation of Payments**

## 10.1. Payments.

10.1.1. Payments authorised at the F&GP meeting 12<sup>th</sup> May

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters & Steve Blick

Details	Chq. no	£
Grounds Maintenance Contract-April	2411	1176.20
Photocopy & Printing	2412	17.29
Internment of ashes – plot 74	2413	75.00
Water Rates- Playing Fields	2414	16.71
Year End – Remote training	2415	120.00
Annual Subscription	2416	17.00
Clerk Expenses/Room Hire, Stationery	2417	65.37
Total Payments		£1,487.57

## 10.1.2. Payments authorised by Cllrs James Sumner &amp; Steve Blick

Details	Chq. no	£
Alveston Allotments – Water Usage	2418	261.92
Broadband Usage	2419	26.40
Internal Audit Fee	2420	262.80
Quarterly Line Rental & T/fer calls	2421	114.66
Monthly Salary – Cemetery Caretaker	2422	89.93
Monthly Salary – Daily Inspection	2423	169.10
Monthly Salary & Expenses - Clerk	2424	1262.99
Total expenditure		£2,187.80

10.2. **Income Received**

## 10.2.1. Recent Receipts

Details	Chq. no	£
Allotment Plot - 32	Inc2297	27.55
Allotment Plot - 11	Inc2298	27.55
Allotment Plot - 16	Inc2299	27.55
Allotment Plot - 31	Inc2315	27.55
Allotment Plot - 3	Inc 2316	27.55
Allotment Plot - 17	Inc2317	27.55
Allotment Plot - 34	Inc2318	27.55
Allotment Plot - 19	Inc2319	27.55
Allotment Plot - 20	Inc2320	27.55
Allotment Plot – 29	Inc2321	27.55
Allotment Plot – 6A	Inc2322	16.50
Allotment Plot - 14	Inc2323	27.55
Allotment Plot - 27	Inc2324	27.55
Allotment Plot - 24	Inc2340	27.55
Allotment Plot - 12	Inc2341	27.55
Allotment Plot - 2	Inc2342	27.55
Internment & Grant – Plot 77	Inc2343	260.00
Total Receipts		£689.75

**14.020 Resolved:** That all receipts and payments presented to the PC meeting on 19<sup>th</sup> May 2014 were accepted.

**11. Any Other Business**

- 11.1. (TH) Raised concerns relating to complaints received with regard to the diminishing standard of the First Bus bus service. There is a tendency to provide small busses at peak times resulting in standing room only. (MT) was aware of the complaints however, there is little South Gloucestershire Council can do to resolve the situation.
- 11.2. (SH) reminded councilors that there is a SSCG meeting at Thornbury Sport Centre at 19.30 on Wednesday 21<sup>st</sup> May. (PC) offered his apologies as he had been elected represented for the Parish Council that evening and was unable to attend at such short notice.
- 11.3. (AP) was unaware when accepting (JS) as chair of the PF & OS committee at the AGM that (AW) also volunteered to chair the committee. (AP) recommended that a vote should be cast. (AW) withdrew. (AP) apologised to (AW) for the oversight and expressed appreciation to (AW) for volunteering to sit on all committees.

Meeting closed at 9.00 pm.

**The next Council Meeting is on  
Monday June 16<sup>th</sup> 2014 at the Jubilee Hall**