

**Minutes of the Parish Council Meeting
Held on 16th February 2015 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), Marcus Fry (MF), James Sumner (JS), Paul Caddick (PC), Mike Webb (MW), Shirley Holloway (SH) (SGC), Chris Casey (CC).
Graham Smith (Clerk)

1. Apologies for Absence

Steve Blick (SB), Maggie Tyrrell (MT), PC Tony Blackmore (TB), PC Sean White (SW).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

Mr J. Wright (Thornbury Gazette)

Mr C Withers

Mr Withers raised a complaint on behalf of and lodged by Mrs Pullin (see PC correspondence), relating to changes to the bus service, times, frequency, new route and cost. (Clerk) informed Council and Mr Withers that he had written back to Mrs Pullin informing her that this issue was not the direct responsibility of the Parish Council and had forwarded her letter to South Gloucestershire Council member Cllr Scott who sits on the Public Transport Forum and requested that they investigate the matter.

Mr Withers also raised concern that it had been noted that the driver of a Marlwood School bus leaves the engine running whilst in the Londis shop and is concerned with safety implications as a result.

PC150216-01: Investigate issue relating to school bus driver leaving engine on whilst disembarked outside the Londis shop on Down Road and resolve where possible.

Action to Clerk

5. Minutes and matters arising from previous meetings

5.1 Acceptance & signature of minutes for Parish Council Meeting 19th January 2015

15.016 Resolved: The minutes of the Parish Council meeting of Monday 19th January 2015 were accepted and signed by the chairman.

5.2 Matters Arising:

5.2.1. (Clerk) informed members that the Jubilee and Lime Kiln fields land was in the process of being registered with the Land Registry by Crossman's Solicitors. In order to allocate fees for registration to the Land Registry a land value is required to be submitted. Crossman's also advised that there is no need to have the land valued for this specific purpose as the fields are specifically for recreation purpose and will always remain as such. It is recommended that a nominal value for the land be admitted which falls in the first price range as indicated on the Land Registry schedule of charges.

(TH) reminded councillors that the land upon which the Jubilee Hall and Car Park are situated had recently been registered and recommended (Clerk) investigate the value allocated to this land. (Clerk) stated that this land has a different use and is therefore not comparable

PC150216-02: Investigate value of Jubilee Hall / Car Park land as listed on the land registry website.

Action to Clerk

5.2.2. (Clerk) informed members that it is recommended that storage of non-archived council documents should be stored in a metal filing cabinet inaccessible by the general public and (clerk) confirmed

that this recommendation is current practice. It was also recommended that a council document storage policy be implemented.

PC150216-03: Construct a Parish Council records storage policy for council approval.

Action to Clerk

(SH) informed members that an investigation had been made relating to the concerns that were expressed with regard to footpath OTH/57/20. The cattle and animals located within the field are not an issue as the land owner is entitled to house livestock within a field traversed by a footpath. The footpath hindrance / blockage that had previously been reported was now rectified by the installation of a kissing gate.

5.3 Outstanding Actions:

(Clerk) updated members of progress relating to current actions as listed on the distributed action list. There were no urgent or expired/outstanding actions to report.

6. Review and Recommendations from Committees:-

6.1. **Planning** (No meetings) – Cllr Mike Webb had nothing to report as there were no planning applications to consider.

6.2. **Playing Fields & Open Spaces** (Meeting 2nd February) Cllr James Sumner reported as detailed within the Playing Fields and Open Spaces meeting minutes.

(JS) reported that the committee considered recommendations from (MW) and (Clerk) relating to the density of cemetery trees and proposed to the council that no further trees be planted within the cemetery. (AP) seconded and councillors agreed unanimously.

15.017 Resolved: The option of planting trees within the cemetery be withdrawn.

A meeting with GB Sport & Leisure had taken place at the Cross Hands play area with the view to make good / safe the repair to the soft surface located underneath the swings. It was considered that it would be cost effective that GB Sport & Leisure complete the work whilst installing the new play equipment hence saving the considerable cost involved in bringing a team specifically to carry out the repair in isolation. A quotation had been requested and the F & GP committee will be advised at their next meeting.

The remedial action to the aerial runway (zip wire) as indicated on the health and safety report, although given a low priority the committee recommended that this be treated as high priority as the safety of the zip wire was paramount. (Clerk) was asked to obtain quotations from the manufacturer to carry out the actions.

(JS) and (Clerk) will be organising a priority list for H & S remedial action as per recommendations on the recent Jubilee and Lime Kiln / Cross Hands Health and Safety report.

It was resolved that a new pitch line marker be purchased to replace the existing marker that was both old and damaged.

(Clerk) had obtained a quotation for the removal of garden waste after each cut and pruning within the cemetery. This will be submitted at the next F & GP committee.

(JS) reported that a new "moss & algy" removal product had recently come on the market. This can be purchased through GB Sport & Leisure. It is the intention that this be trialed on the problem areas within the parish and monitored.

6.3. **Footpaths & Allotments** – (no meeting) – Cllr Marcus Fry

Cllr Marcus Fry informed members that a sub meeting had taken place relating to activities, calendar and inter parish walks and the ideas discussed will be brought to the Footpath and Allotments Committee meeting on the 2nd March.

- 6.4. **Finance and General Purposes** - (Meeting 2nd February) – Cllr Terry Hunt reported as detailed within the Finance & General Purposes meeting minutes.

(TH) requested that the Parish Council approve resolution 15.008 as the alternative quotation was not an improvement upon the original quotation received. (JS) recommended that the work go ahead as per quotation. (TH) seconded and all councillors agreed unanimously.

15.018 Resolved: (Clerk) to instruct contractor to proceed with H & S remedial action and maintenance work as detailed in quotation.

7. Representatives Reports

- 7.1. **Police Matters** – (Clerk) presented report in the absence of PC Tony Blackmore & PC Sean White

PC Tony Blackmore is pleased to report that crime and incidents for the past month have been very low. Reported on 26th January was a theft of approx. £1600 of heating oil on The Street but this could have happened over a three week period. There was an assault on Quarry Road on 31st January, but this is a domestic related incident and on the 15th of February a male was arrested as he was wanted for failing to appear in court, he was remanded in custody to appear in court.

Following the latest Safer Stronger Community Group meeting at Alveston Methodist Church Hall on Thursday 12th February the following issues for Alveston were raised:

- * Congestion / danger due to restricted visibility as a result of parking in Quarry Road.
- * Speeding in The Street and a need for signage / lower speed limit.

Both of the above are being looked in to by the Police and (SH) confirmed that this was also being looked into by South Gloucestershire Highways.

- 7.2. **South Gloucestershire Council** – Report presented by Cllr Shirley Holloway.

Currently budgets are being set and there is nothing specific to report which directly affects Alveston at the moment.

(TH) asked on behalf of residents if she is aware of the cost involved in placing double yellow lines at Courville Close and requested this be investigated.

- 7.3. **St Helens School** – Report presented by Chris Casey.

The school has been classified 'Good' in all aspects - management, teaching, governance, behavior, safety, achievement and progress. However, one of most pleasing aspects was that in order to achieve "outstanding", (which is where the School wants to be), there are just two points to be actioned. 1. To embed the processes that the school now uses and 2. Teachers require time to learn from best practice and to benchmark their performance.

The staff and leadership team have worked incredibly hard to achieve this turnaround and they are to be warmly commended. The school is back where the community wants it to be.

The Ofsted inspectors were very thorough but also very reasonable in their approach and the process involved was quite impressive.

Chris Casey also reported that she is to continue to be the Community Governor for a further year.

(AP) congratulated school staff and governors on behalf of the parish council

- 7.4. **Other Representative Reports**

- 7.4.1. John Dyer Award – (Clerk) informed councillors that the nomination committee had selected a recipient of the 2014/15 John Dyer Award and will make contact over the coming week.

PC150216-04: Contact the recipient of the John Dyer Award and arrange presentation.

Action to Clerk

- 7.4.2. Safer Stronger Communities – (PC) reported that he had attended the Safer Stronger Communities meeting at the Alveston Methodist Hall on 12th February and that concerns were raised by residents of Quarry Road relating to parking congestion and the dangers this presents with regard to access for emergency vehicles. It was reported that the SITA waste lorry had to request cars to be moved on three separate occasions in order to navigate through the parked cars to empty bins!

(AP) reiterated concerns expressed by the planning committee of the parish council when objecting to PT14/4617/F Westerleigh, *“a major issue exists relating to the provision of car parking within the curtilage and the inevitable overspill exasperating the existing on street parking concerns”*, and reiterated to (SH) that the parish council concerns continue to be ignored by South Gloucestershire Council planning. (SH) confirmed that parking allocation was in the submitted plans.

PC150216-05: Draft a letter to South Gloucestershire Council and (SH) highlighting the concerns relating to Quarry Roads' parking issues and SGC's apparent refusal to take issues highlighted by the parish council into account.

Action to Clerk

(PC) reiterated the concerns of local residents stating that as the older existing residents move out of Quarry Road they are replaced by family units who will require increased parking provision resulting in the situation becoming worse over time.

7.5. **Jubilee Hall**

(MF) reported that the bell tower had been repaired.

7.6. **Youth Centre**

(JS) confirmed that a quotation for new fire doors had been accepted.

7.7. **Alveston Community Forum**

Discussions will be underway between (Clerk) and selected forum members relating to a summer event at the Jubilee & Lime Kiln field.

7.8. **Alveston Trust**

Two applications for funding for school trips had been received and considered of which one was granted.

8. **Methods of communication for public consultations**

(AP) asked Mr. Wright (Thornbury Gazette) if he would be willing to accept and publicise consultations as and when they occur, to which Mr Wright confirmed that the Gazette would assist the parish council with consultations when required.

Although the door to door letter drop for outdoor gym equipment did not return a high proportion of replies it is possible that this demonstrated a lack of interest and that potentially a leaflet drop tied in with other consultation methods and further door to door discussion could prove successful as demonstrated whilst compiling the public consultation relating to the parish plan. (JS) commented that the consultation relating to the parish plan was time consuming and a great deal of work. (AP) advised that with the increased necessity for public consultation ((SH) confirmed) consideration should be given to workload and to effectively manage consultations without too much effort.

(PC) recommended that a boards be displayed at the parade although (JS) confirmed that a display screen will be erected in the newsagent window for community notices once the shop had completed its refurbishment.

The parish council recommended that consultations be communicated via Thornbury Gazette (when possible), display on the website, Helmet, leaflet drop when appropriate, and notice boards / display.

9. **Recruitment of Councillors (progress review)**

(AP) presented to members a document designed to encourage applications to fill parish council vacancies for distribution through Helmet, door drop & website. Councillors discussed the narrative and contributed by suggesting additions / alternative wording. (MF) suggested that examples of how and where councillors make a difference be included. (TH) recommended that areas in which

the parish council maintains responsibility be mentioned and (JS) recommended that narrative relating to process be replaced by examples of activities. (AP) proposed that the document be redrafted and forwarded to councillors by email for approval and placed in the next edition of the Helmet. (TH) seconded the proposal and all councillors agreed.

15.019 Resolved: (AP) to draft updated vacancy narrative, distribute to councilors for approval and submit to Helmet for publication in the next issue.

Councillors agreed that (Clerk) should post narrative on the website and to contact community organisations advising of councillor vacancies.

PC150216-06: Post narrative for vacancy on Alveston.org and contact local community organisations advising of councillor vacancies.

Action to Clerk

10. Correspondence

10.1. Correspondence for Information

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

10.2. Correspondence for Discussion / Action

- 10.2.1. (Clerk) received correspondence from Avon Fire Authority requesting that the Parish Council consider banning the use of Chinese lanterns on any council controlled playing fields. (AP) requested that this be considered at the next Playing Fields and Open Spaces committee meeting.
- 10.2.2. (Clerk) confirmed correspondence had been received from Ms Pullin as discussed under Public Participation.
- 10.2.3. (Clerk) received an email from Mr. B Lee regarding concerns relating to issues relating to the management of the Jubilee Hall car park.

PC150216-07: Reply to Mr Lee's email.

Action to (AP)

- 10.2.4. (Clerk) had received an email via Alveston.org from a resident concerned with the safety of children at St Helens School at peak times. (SH) recommended that (Clerk) reply to the email stating that South Gloucestershire Council were aware of the concerns and it is recommended they attend the next Area Forum meeting scheduled for 4th March at 19.00PM to be held at Turnburries in Thornbury.

PC150216-08: Reply to resident stating that SGC were aware of their concerns and to recommend attending the Area Forum meeting scheduled for 4th March at 19.00PM to be held at Turnburries in Thornbury to express concerns in person.

Action to Clerk

11. Authorisation of Payments

11.1. Payments.

11.1.1. Payments authorised at the F&GP meeting 2nd February

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters & Steve Blick

Details	Chq. no	£
Grounds Maintenance Contract – Jan.	2518	1176.20
Software Maintenance – Single User	2519	130.80
Clerk to attend branch AGM	2520	15.00
3 * Litter bin empty	2521	66.10
Cemetery Water Supply	2522	22.41
Total Payments		£1,410.51

11.1.2. Payments authorised by Cllrs Paul Caddick & James Sumner

Details	Chq. no	£
Room Hire – Dec & Jan	2523	65.12
Stadia 16L Transfer Wheel Line Marker	2524	346.80
Photocopy & Print (Dec & Jan)	2525	19.30
Room Hire – 21 st January	2526	9.00
Salary – Cemetery Caretaker	2527	92.72
Salary - Daily Inspection & clean	2528	173.60
Clerk – Salary & Expenses	2529	1232.14
Total Payments		£1,938.68

11.2. Income Received

11.2.1. Recent Receipts

Details	Ref.	£
Allotment 1B – Dec-Mar	inc2444	£5.50
Total Receipts		£5.50

15.020 Resolved: That all receipts and payments presented to the PC meeting on 16th Feb 2015 were accepted.

12. Website

None

13. Any Other Business

None

Meeting closed at 20.40 pm

**The next Council Meeting is on
Monday March 16th 2015 at the Jubilee Hall**

Confidential Minutes

Present: - Cllrs Alison Peters (AP) (Chairman), Terry Hunt (TH), Marcus Fry (MF), James Sumner (JS), Paul Caddick (PC).
Graham Smith (Clerk)

(AP) reminded all persons present that the following item is confidential and not to be discussed with any third parties or made public.

(AP) had received via (clerk) an email addressed to (clerk) from Brian Lee (which was read out to all councillors present) requesting a review and feedback of the following items: -

1. How does the Parish Council intend to give some long term certainty to the Parish Council resolution relating to long term certainty?
2. The letter from Alison Peters dated 25/9/14 stated ..."I am hoping that proposals can be generated and the Parish Council able to bring any expertise and support to a proposal to a mutually acceptable conclusion." What is the progress on this?
3. Please can you confirm that the Parish Council insured the car park during their lease period?
4. Can the Parish Council reconsider a "DIY" lease?
5. Can the person who checks the playing equipment each day include checking the car park?

(AP) informed councillors that a draft reply to Brian Lee (BL) had been written and read this to all present.

(after reading)

(JS) stated that to remain silent on the issues would not work and a reply to Mr Lee's email is required and approves the content of the letter. However, he remains concerned that (BL) will continue to involve third parties and fears the damage this will cause to the Parish Council as a result.

(PC) raised concerns relating to the article distributed by (BL) via "The Helmet" and the "flack" the parish council will receive should the Jubilee Hall Management Committee decide to chain and padlock the entrance to the car park and believes that the residents would blame the parish council.

(TH) stated that the parish council must respond to (BL) confirming that the concerns he raised in his email have all been addressed in previous correspondence.

(PC) confirmed his thoughts that a letter should be sent to the Jubilee Hall Management Committee and asked what costs are involved if the Parish council engage solicitors in order to satisfy the demands of (BL)? (TH) responded by stating the Parish council agreed that they would not enter into legal costs for a lease which could spiral out of control to satisfy a perceived need and deemed that the associated legal cost would be a waste of residents' precept. (JS) agreed and (AP) stated that the council would not change the decision because of (BL)'s persistence over the matter.

(AP) expressed to councillors that a resolution is required and read out a separate letter to the Jubilee Hall Management Committee which contains proposals to adopt a mutually acceptable conclusion.

(MF) expressed concerns that the input from individual members of the The Jubilee Hall Management Committee is not always taken into account when resolutions and communications are made on behalf of the JHMC.

(TH) proposed that (AP) respond only to (BL)'s email and not to forward a letter to the JHMC. (MF) agreed to the proposal and stated that the letter must be a "neutral" as possible in order not to antagonise (BL).

(JS) stated that he feels the Parish Council should release a statement at the start of the annual parish meeting stating that the matters raised relating to the Jubilee Hall car park had been

discussed and reasons behind why decisions were made. This would hopefully prevent a repeat of the previous year's discord which arose at the meeting.

Confidential Resolution 150216: - All council members present authorised (AP) to respond to (BL)'s email with the letter as presented.

Meeting closed at 21.15PM