

**Minutes of the Parish Council Meeting  
Held on 15<sup>th</sup> June 2015 at 7.30pm at the Jubilee Hall.**

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

**1. Apologies for Absence**

Paul Caddick (PC), Maggie Tyrrell (MT) (SGC), PC Tony Blackmore (TB).

**2. Evacuation Procedure**

The evacuation procedure was noted

**3. Declaration of Interests**

None

**4. Public Participation**

Bridget Whittle – Neighbourhood Watch co-ordinator

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

5.1 Acceptance & signature of minutes for Parish Council Meeting 18<sup>th</sup> May 2015

**15.048 Resolved:** The minutes of the Parish Council meeting of Monday 18<sup>th</sup> May 2015 were accepted and signed by the chairman.

5.2 Matters Arising:

5.2.1 Parking & Congestion at Quarry Road

(Clerk) reported that he attended a meeting between South Glos Council, Police & Safer Stronger Community representatives along with Shirley Holloway and Maggie Tyrrell to discuss possible resolutions to the parking and congestion issues at Quarry Road. (Clerk) informed Cllrs that he had received a further telephone complaint regarding able bodied persons parking in disabled bays and not moving the vehicle for four days. (SH) informed Cllrs that the meeting took place without a representative from Merlin Housing and is hoping a representative will attend at the next meeting in August as the problem is exceptionally difficult to overcome without input from Merlin Housing. (MF) recommended that the feasibility of introducing a one way system along Quarry Road be looked at and how this may influence parking habits and ease access for emergency and council vehicles.

5.2.2 Insurance

(Clerk) reminded Cllrs that the Parish council Insurance is due for renewal at the end of September and advised that a representative from Zurich would be available to attend the next Parish council meeting to present the option of insuring direct with an insurer as opposed to using the services of a broker.

5.3 Outstanding Actions:

(Clerk) informed councillors that he is still waiting for a quote from CRK Garden Manicures relating to the removal of grass cuttings from the Jubilee Field. Although an exact figure had not been presented (Clerk) was advised that it would be expensive as; the hire and transport of a skip, the cost of disposal and additional labour charges would be involved.

**6. Review and Recommendations from Committees:-**

- 6.1. **Planning**– (Meeting – 1<sup>st</sup> June) (MW) reported as detailed within the Planning meeting minutes. (SH) reported to councillors that investigations were made with regard to the perceived lack of communication to a resident at No. 3 Barton Close with regard to the planning application at No. 1 Barton Close. South Gloucester Planning had followed the regulations set for 10 houses or less where information is required to be issued to houses either side of the applicant and all houses less than 30 feet away.

- 6.2. **Playing Fields & Open Spaces** (No Meeting)
- 6.3. **Footpaths & Allotments** – (Meeting 1<sup>st</sup> June) – (MF) reported as detailed within the Footpaths and Allotments meeting minutes and informed Cllrs that he had received a reply relating to the diversion of the footpath at the Memorial Woodland and that the application is now in the hands of SGC. Replies relating to the footpath calendar have been received from Bradley Stoke, Frampton Cotterell and Thornbury.
- 6.4. **Finance and General Purposes** - (Meeting 1<sup>st</sup> June) – (JS) reported as detailed within the F & GP meeting minutes.

## 7. Representatives Reports

- 7.1. **Police Matters** – No Report
- 7.2. **South Gloucestershire Council** – (SH) informed Cllrs that SGC had changed dramatically as a result of the elections. Massive decisions are to be made in the near future however these are being delayed whilst Councillors attend a vast amount / variety of training sessions.
- 7.3. **St Helens School** – (CC) informed Cllrs that there are three community related issues the school has been involved with this term.
- 7.3.1 Class 2 have undertaken 2 sessions of tidying up and planting at the Alveston Parade.
- 7.3.2 Thirty entries were submitted from the 4-7 age range for a design for the flower show brochure. All are currently on display in Thornbury.
- 7.3.3 Years 5-6 will be undertaking a visit to the Houses of Parliament organised by Steve Webb.

The future plan is that community will play a large part in the schools' development with both the head and governors looking into establishing a three year strategic plan relating to community involvement, not just directly but to review schools commitment to community and set up an infrastructure accordingly.

The head is looking to appoint two deputy heads to strengthen the management team.

The school summer fete is to take place this weekend 20<sup>th</sup> June.

- 7.4. **Other Representative Reports** – No Reports
- 7.5. **Jubilee Hall** – No Report, (AP) commented that the boarders which surround the car park require attention and requested that the contactor be informed.
- 7.6. **Youth Centre** – No Report
- 7.7. **Alveston Community Forum** – (JC) informed Cllrs that the committee were looking to recruit more committee members as numbers were running short. (A new volunteer had taken over bookings). Currently there are no major issues relating to repairs and maintenance and finances.

## 8. Neighbourhood Watch – Bridget Whittle (NHW co-ordinator)

(Clerk) introduced Bridget Whittle (BW) who works as Neighbourhood Watch coordinator for Avon & Somerset police.

Neighbourhood Watch is set up and owned by the community and is co-ordinated by (BW) based in Yate. There are approximately 264 watches set up in South Gloucestershire of which 19 of those are located in Alveston. Each individual watch covers an average of 20 houses of which there is an appointed person as a contact point for (BW) to communicate with and this individual then filters the communication to all households involved within that area. (Although the exact details of the incidents are omitted due to data protection regulations).

It is also (BW)'s role to encourage communities to become part of the Neighbourhood Watch scheme and to communicate the advantages of involvement such as added value, insurance, publicity, updated information and preventative measures.

Participating houses within areas will receive support in the way of preventative advice, window stickers, street signs and a regular newsletter is published and distributed. (Clerk) requested copies of the newsletter and suggested it also be placed on the website to create further awareness and hopefully encourage more Neighbourhood Watch groups within the community. (BW) commented that attempts are made to maintain interest by holding annual regional meetings within each area and encouraging regular local meetings (although (BW) is not involved with the local meetings).

(MF) suggested that the Parish Council become involved to a greater extent by being more proactive with community watch co-ordinators. (BW) informed Cllrs that national Neighbourhood Watch week is taking place week commencing 20<sup>th</sup> June. Cllrs recommended that this be published on the website with further details of how to become involved. (BW) agreed to forward information for publication.

**PC150615-01:** Publish information on the website relating to local Neighbourhood Watch and National Neighbourhood Watch week.

**Action to (Clerk) & (BW)**

**9. Complaints Procedure**

(Clerk) had issued a draft of a new Alveston Parish Council policy document relating to procedures relating to complaints within the Cllrs distributed pack and requested any feedback / alterations or a resolution for approval. (AP) proposed that the Complaints Procedure as submitted be adopted by the Parish Council as a formal policy document. (MF) seconded and all Cllrs voted unanimously for adoption.

**15.049 Resolved:** The Complaints Procedure be adopted as a formal document within the Alveston Parish Council Policies & Procedures set.

**10. Correspondence**

10.1. Correspondence for Information

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

10.2. Correspondence for Discussion / Action -

(Clerk) presented an outgoing item of correspondence addressed to South Gloucestershire Council (head of StreetCare) relating to the poor and untimely re-instatement of trenches after the laying of new cables on highway adopted land on the A38 for approval. All Cllrs approved the draft letter and requested this be sent.

(Clerk) presented a letter from a resident which expressed concerns that the flag located upon the tower of St Helens Church will now no longer be able to be raised due to Health & Safety reasons. Cllrs unanimously agreed that this was a shame as this formed part of Alveston’s heritage and requested that (Clerk) investigate.

**PC150615-02:** Investigate and endeavour to establish a solution relating to the cessation of flag flying at St Helens Church.

**Action to (Clerk)**

**11. Authorisation of Payments**

11.1. Payments.

11.1.1. Payments authorised at the F&GP meeting 1<sup>st</sup> June

NB. Payee removed from lists for confidentiality.

Payments authorised by Cllrs Alison Peters & Marcus Fry

Details	Chq. no	£
Grounds Maintenance Contract - May	2565	1176.20
Localism – April, May, June	2566	1295.61
Litter Bin Empty 3 * Twice Monthly	2567	66.10
Jubilee Field Land Registry	2568	414.00
Total Payments		£2,951.91

## 11.1.2. Payments authorised by Cllrs Mike Webb &amp; Alison Peters

Details	Chq. no	£
Salary – Cemetery Caretaker	2569	92.72
Salary – Inspection / Clean	2570	299.70
Clerk – Salary & Expenses	2571	1222.89
Room Hire & Storage	2572	107.59
Wet Pour & 2 * Cradle swing seats	2573	322.80
Total Payments		£2,045.70

## 11.2. Income Received

## 11.2.1. Recent Receipts

Details	Ref.	£
Allotment Plot 2	Inc2524	28.35
Allotment Plot 19	Inc2540	28.35
Precept & LCTR Grant	T/Fer	27,362.50
Deed of Grant - Plot 58	Inc2541	94.00
Allotment Plot 34	Inc2542	28.35
Allotment Plot 25	Inc2543	28.35
Total Receipts		£27,569.90

**15.050 Resolved:** That all receipts and payments presented to the PC meeting on 15<sup>th</sup> June 2015 were accepted.

**12. Website**

Refer to Item 8

**13. Any Other Business**

None

Meeting closed at 21.00 pm

**The next Council Meeting is on  
Monday July 20<sup>th</sup> 2015 at the Jubilee Hall**