

**Minutes of the Parish Council Meeting
Held on 18th January 2016 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Alison Peters (AP) (Chairman), Marcus Fry (MF), Mike Webb (MW), Steve Blick, Paul Caddick (PC), James Sumner (JS), Anne Curtis (AC), David Morgan (DM), Shirley Holloway (SH).
Graham Smith (Clerk)

1. Apologies for Absence

Steve McMillan (SM), Chris Casey (CC), Maggie Tyrrell (MT), PC Sean White (SW).

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

Ms. Stephanie Wyatt (SGC)

5. Presentation (SGC) - Ms. Stephanie Wyatt (SW) presented to Cllrs details of the current public consultation running relating to SGC Waste Strategy and proposed changes to be implemented relating to collection methods and containers. (SW) informed Cllrs that all details relating to the consultation are available on the SGC website and encouraged residents to become involved. Closing date for consultee comments is 14th Feb 2016.

6. Minutes and matters arising from previous meetings

5.1 Acceptance & signature of minutes for Parish Council Meeting 14th December 2016

15.100 Resolved: The minutes of the Parish Council meeting of Monday 14th December 2016 were accepted and signed by the chairman.

5.2 Matters Arising:
None

5.3 Outstanding Actions:
(Clerk) informed councillors that all (Clerk) actions are on schedule. (AP) asked that (SB) look to complete actions listed. (SB) confirmed that he believed the documents were in order.

7. Review and Recommendations from Committees:-

7.1. **Planning**– (Meeting 14th Dec & 4th Jan) Cllr Mike Webb reported on the meetings as detailed within the Planning minutes

7.2. **Playing Fields & Open Spaces** – No meeting. (JS) reported that an issue had arisen with regard to access onto the playing field for emergency vehicles if required by field users. Currently this relies upon the (Clerk) (key holder) being available to open the gate however a more robust strategy had been discussed which did not involve the need for (Clerk) being available. (AP) & (JS) agreed that a combination key box be mounted within the Jubilee Hall to allow access to the key by field users if required. (Clerk) informed Cllrs that a quotation of £25 had been obtained for the key box but is awaiting a quotation for labour. (AP) proposed that a spend of £65 be approved for this action. (JS) seconded the proposal and all Cllrs agreed unanimously.

15.101 Resolved: (Clerk) arrange for key box to be fitted to a maximum spend of £65.

PC160118-01: Arrange for the purchase and installation of key box within the Jubilee Hall.

Action to (Clerk)

(JS) informed Cllrs of a (Clerk) action relating to the planting of shrubs within the cemetery. (Clerk) informed Cllrs that he had completed the action and the contractor had completed the work as per RHS guidelines of three shrubs per square meter.

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

7.4. **Finance and General Purposes** - (Meeting 4th Jan) (JS) reported as detailed within the F & GP minutes.

8. Representatives Reports

8.1. **Police Matters** – Police report was presented by PC Matt Horton and PC Sheryl Drewitt

PC Sean White apologised for not attending the meeting.

Travellers were camped at the Thornbury Leisure Centre and action was in progress to relocate the travellers to a SGC sponsored site located on private land.

There were 14 house burglaries within the area during the Christmas area but so far none to report post-Christmas.

A retail burglary had taken place at the Parade of shops in Alveston and 4 suspects have been apprehended.

Parking issues on Quarry Road, Alveston continue.

8.2. **South Gloucestershire Council** – SGC report was presented by (SH)

Challenging times remain within South Gloucestershire Council but (financially) there is nothing to report until the Council received details of their budget.

The area which is prone to flooding opposite the disused cemetery at The Down has now been rectified and (SH) is delighted to report that no further flooding has taken place.

Discussions continue relating to parking problems on Quarry Rd with no resolution in sight.

8.3. **St Helens School** – No report

8.4. **Alveston Community Forum** – (MF) reported that the next meeting of the Forum will take place on 3rd Feb.

8.5. **Jubilee Hall** – The next meeting is due to take place in February.

8.6. **Youth Centre** – (JS) informed (Clerk) that the Youth Centre committee had not been informed of the result of their application for Grant Aid. (Clerk) informed Cllrs that he will inform the Chairman that the application deadline had been extended.

PC160118-02: Inform Youth Centre Committee of the extension to Grant Application deadline.

Action to (Clerk)

8.7. **Other Representative Reports** – (PC) informed Cllrs that the SSCG (Safer Stronger Community Group) had reformed all be it as a larger group incorporating Severn Vale. The group required a new Chairperson and (PC) had nominated Mr. D. Budd on behalf of the Parish Council. The date of the first meeting of the newly formed SSCG will be advised in due course.

9. Bank of Ireland – New Bank Mandate Form

(Clerk) presented a new Bank Mandate form and requested sample signature from Cllrs in order to approve future payments and Parish Council cheque payments. (AP) requested that this Mandate be approved. (JS) seconded the approval and all Cllrs unanimously agreed.

15.102 Resolved: The Bank of Ireland Bank Mandate as presented to Cllrs is approved and to be submitted to the bank of Ireland.

PC160118-03: Submit new mandate form to the Bank of Ireland

Action to (Clerk)

10. Correspondence

10.1. Correspondence for Information
(Appendix A)

10.2. Correspondence for Discussion / Action -

(Clerk) read out to Cllrs an email message received via Alveston.org Website from a resident relating to concerns over an increase in dog fouling on Greenhill which had not been picked up by the dog walker. (SH) informed (Cllrs) that SGC have a dog warded in operation, however it will be very difficult to implement any action without knowing who the culprits owner is.

10.2.1. **PC160118-04:** To include an item on responsible dog ownership on the PC website.

Action to (Clerk)

11. Authorisation of Payments

15.1.1 Payments.

Payments authorisation 4th Jan 2016 by James Sumner & Alison Peters

Details	Chq. no	£
Grounds Maintenance Contract - Dec	2640	1212.20
Membership Renewal	2641	167.00
Localism Q3	2642	1295.61
Total Payments		£2,674.81

15.1.2

Payments authorised by Steve Blick & Paul Caddick

Details	Chq. no	£
Salary – Cemetery Caretaker	2643	95.48
Salary–Inspection/Clean/	2644	174.40
Clerk – Salary & Expenses	2645	1233.07
Cemetery - Internment Charges	2646	75.00
Quarterly Tax & NI Payment	2647	693.44
Accounting Software Maintenance	2648	133.20
Bi-annual bus shelter clean	2649	252.00
Total Payments		£2,656.59

15.2 Income Received

Recent Receipts

Details	Ref.	£
Additional Inscription-Plot 53	Inc2572	40.00
Inscription-Plot 58	Inc2573	80.00
Internment Fees-Plot 53	Inc2574	88.00
Annual Wayleave Fee	Inc2590	77.37
Inscription CR Plot 72	Inc2591	82.00
Total Receipts		£367.37

15.103 Resolved: That all receipts and payments presented to the PC meeting on 18th January 2016 were accepted.

12. Website

None

13. Any Other Business

(PC) informed (SH) that a two new lamp posts had been erected on Greenhill but they have been without power for several months. (SH) informed Cllrs that she would investigate the concern raised.

Meeting closed at 20.45 pm

**The next Council Meeting is on
Monday February 15th 2016 at the Jubilee Hall**