**ALVINGTON PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 12th July 2017**

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| PRESENT:ATTENDING: | Cllr. Dan ElliottCllr. Alan HaslamCllr. Gary CollierAlec DavisMargaret HarrisG. BatesK. Guest | Emma Money (Clerk)L.ChidleyChris ShillKeith AlbonB. Jones  |
|  | **Item** | **Notes** | **Action** |
| **1****13.17/18** | **Apologies for absence** | Apologies were received and accepted from Cllr. Eric Robson.  |  |
| **2****14.17/18** | **Declarations of interest** | There were no declarations of interest made. |  |
| **3****15.17/18** | **Minutes of the meeting on June 7th 2017** | The minutes were agreed as a true record and signed accordingly : they were signed by Cllr Elliott who chaired the meeting in the absence of Cllr. Haslam. |  |
| **4****16.17/18** | **Planning** | There were several applications for consideration and comment, namely: 1) P1049/17/FUL: Clanna Country Park: Despite a letter from the Council in support of their application, residents have been refused full residency, so 33 units remain as holiday homes only to be occupied for 10 months per year.2) P0916/17/FUL: Smallbrook House, Spout Hill. This concerns a large alteration, but it had been previously agreed by e-mail that the Council had no comments to make, this agreement remains.3) P1049/17/FUL: Rowan Cottage: This details a change to the side extension, further to the approved application from August 2016: the Council had no comments to make.4) P1033/17/FUL: Land at Cone Brook, Woolaston: a complex application for wooden holiday cabins to be placed next to the brook behind and beyond The Swan Tea Rooms. After a long discussion, the Councils main concerns were: The name of the applicant: in some points is Ms J Owen, in others The Swan, clarification is needed. Access to the A48 will be shared with the Tea Room: already an awkward junction on a dangerous stretch of road. Environmental impact on the area is not stated in the application. **ACTION:** EM to draft letter to planning department raising concerns. | **EM** |
|  | **Meeting Adjourned**  | The meeting was adjourned at this point as a representative from Two Rivers Housing arrived. There was a discussion with her about the possibility of creating a play area off Garlands Road. This is covered in separate notes as attached. This was not a listed agenda item as attendance had not been confirmed before the meeting. |  |
| **5****17.17/18** | **Playing Field** | Play Equipment: EM has not completed the action of the last meeting: no letter has yet been drafted: Key points: a letter needs to be drafted to ROSPA: enclosing the post installation inspection. Did the proposed changes ever make the equipment safe? Can the equipment ever be made safe for use? Are ROSPA aware that the supply company claim their equipment is compliant? Is there a way forward ? EM has spoken at length since the last meeting with GAPTC who suggested the Council draw a line under this and investigate replacing the equipment. AH apologised for the past decisions of the Parish Council in using the supply company, even though this was not during his term of office. However, this experience will be used to inform any future decisions. **ACTION:** EM to draft letter as outlined and send once approved. Resilient Energy: Funding from Wind Turbine: DE has e-mailed several approved installers for new play equipment: needs a consultation at the playing field before a funding application can be submitted, which needs to be done before the end of the month. Playing Field Committee Meeting: DE has arranged for 6pm on 20th July in absence of ER. The Playing Field Committee can then make the application for the play equipment: needs to be fully costed, to include maintenance, application must be submitted by 31.7.17 so lots of work to be done. **ACTION:** DE to Chair Committee Meeting and oversee funding application. | **EM****DE** |
| **6****17.17/18** | **Annual Council Meeting 3/5/17** | Update: DE kindly volunteered to make all changes and updates to the policies as agreed in the June minutes, as follows:* Code of Conduct: point 7 is new and the agreed Councillor Role Description has also been added.
* Complaints Policy: The Clerk and Chairman addresses’ have been updated.
* Publication Scheme: The Clerks address has been updated.
* Community Emergency Plan: has been updated as far as possible: DE has left answerphone messages where not possible to speak to names listed, asking them to contact if a change is needed.

**ACTION:** DE to provide EM with updated policies so that they can be published on the website.* Standing Orders: The GAPTC model document has changed, anything in bold cannot be removed: points 3i and 5d need to be added and the whole document needs to be reviewed.

**ACTION:** DE to review and updated Standing Orders and to provide completed document to EM to publish on the website.  | **DE/EM****DE/EM** |
| **7****18.17/18** | **Finance** | 1. The following invoices were approved for payment, in addition a letter transferring funds from the business to the treasurers account was signed, Cllr. Haslam confirmed he will not draw his Chairman’s Allowance for this year.

Emma Money salary June 2017 £231.59, Emma Money expenses June 2017 £21.58,Merlin Waste July 2017 £27.12,Richard Morgan for St Andrews grass cutting £333 for June 2017,Glebe Contractors for 2 cuts to the playing field £99.89,HMRC, PAYE 1st Quarter £100.20,Chris Shill for Kiosk Repairs £99.52,GAPTC for Chairmanship Training Course £70,Daniel Elliott Vice-Chair Annual Allowance £100,Alan Haslam, Printer Cartridge for NDP expenses £26.001. The budget for 2017/18: the new budget layout was approved by Councillors, signed by AH. It was agreed that it makes stark reading as the Parish continues to spend more than it earns, just accomplishing basic village tasks such as cutting the grass in the Churchyard. Total grass cutting costs are around 50% of the entire precept. All agreed that cost savings need to be made.
2. The first quarter bank reconciliation was approved and signed by AH.
3. All agreed that it makes sense to add EM as a signatory to the bank account as she cannot even obtain a copy bank statement without this status. **ACTION:** EM to create mandate to add her as a signatory and remove signatories still listed but no longer part of the Parish Council, to be countersigned with cheques in August.
 | **EM** |
| **8****19.17/18** | **Correspondence for Information** | 1. There was a request from the Church for funds to help them repair the Church Clock: in light of the current Parish Council Budget, AH will reply to that there are no funds available to help, but also advise that the Church could apply to the Resilient Energy (Wind Turbine) fund for assistance.
2. The Aylburton Clerk has sent an e-mail to say they have many vacant allotment plots available. **ACTION:** EM will send a notice to AH who will display the information on the Village noticeboard.
3. Letter from Amey regarding winter salt order: EM to contact and suggest same order as last year, can be delivered to DE in first instance who can move to farm storage in his van. **ACTION:** EM to contact Amey and relay any necessary information to DE.
 | **AH****EM/AH****EM** |
| **9****20.17/18** | **Clerks Report**  | This document was attached to the Agenda as previously agreed. No questions regarding work completed. The current Councillor Vacancy: no applicants have as yet come forward, there are details on the website and noticeboard, a 5th Councillor is essential to ensure the Council remain Quorate during times of holidays and illness. Appeal to all present to “spread the word”.The Parish Newsletter: AH simply does not have the time available: a volunteer is needed. The costs can be paid for from the NDP budget for the next 12 months or so. The Clerk suggested she could assist with invoicing advertisers and the administrative duties involved, needs someone with local knowledge to write and arrange content and initially find businesses’ who will advertise. If nobody volunteers, it may be possible that whoever takes the current Councillor Vacancy could take the newsletter on as a project. **No further action at present.** |  |
| **10****21.17/18** | **Councillors Reports** | * DE has spoken with a local Carpenter about mending the wooden bench in the village.
* DE has been working on providing generic Parish e-mail addresses’ to Councillors and the Clerk: there has been a technical issue with this: once resolved he will contact individuals and arrange times to set up accounts.
* AH: continues to remind Highways about the Japanese Knotweed at the bottom of the hill. He now has a reference number and will chase again.
* AH has also been talking to Highways about traffic speed on the hill on the A48 near the Swan Tearooms: has made several suggestions such as 30mph signage and sharks teeth, as currently it is very difficult to cross the road especially whist taking children to school.
* GC: had no further reports to add.
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| **11****22.17/18** | **Public Forum**  | * The issue of speeding on Garlands Road was raised: however the 20mph signs are in place, unfortunately they are voluntary and cannot be enforced. There seems to be little else the Parish Council can offer regarding this.
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| **12****23.17/18**  | **Date of next meeting:**  |  The next parish council meeting will be in the village hall on Wednesday 6th September 2017 from 7.30 pm.  |  |
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Signed:.......................................Chairman. Date:..............................