**ALVINGTON PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 6th December 2017**

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| PRESENT:ATTENDING: | Cllr. Alan Haslam(Chairman)Cllr. Richard HeysCllr. Lisa ChidleyCllr. Gail ThompsonAlec DavisMargaret HarrisKayleigh GuestChris Miles | Emma Money (Clerk)Ali TaylorChris ShillAlfil DenninlViv |
|  | **Item** | **Notes** | **Action** |
| **1****55.17/18** | **Apologies for absence** | Cllr Collier sent his apologies, due to the illness of his wife, which were accepted. |  |
| **2****56.17/18** | **Declarations of interest** | There were no declarations of interest made. |  |
| **3.****57.17/18** | **Minutes of the meeting on 1st November 2017** | The minutes were agreed as a true record and signed accordingly. |  |
| **4.****58.17/18** | **Councillor Vacancy** | * Gail Thompson was invited to stand as a Co-opted Parish Councillor. She accepted and joins the Parish Council, having completed the Declaration of Acceptance of Office and Declaration of Interests forms with the Clerk.

**ACTION:** Clerk to send details to District Council and file forms in Parish Records, and update website.* Philip Johnson: was invited to join the NDP Group as it was felt that his local knowledge wold be a great asset.
* Chris Miles: was invited to attend Parish Meetings to give him further insight into Parish Council business. Cllr. Collier has indicated that he intends to resign early in 2018, Chris Miles will be invited to apply in this instance.

All applicants were thanked for their interest in the Parish Council. | **EM** |
| **5. 59.17/18** | **Planning** | * Orchard Barn, Swan Hill: the only application this month, amended from the previous one. As agreed via e-mail the changes affect only the appearance of the barn. The only comment was to reiterate concerns over access from the junction on Swan Hill. This was done by the Clerk before the due date of 5th December 2017.
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| **6.****60.17/18** | **Playing Field** | * Trading Standards replied to the Clerk re: play equipment, requesting that Citizens Advice were contacted. The Clerk took this action and has had a reply suggesting a course of action involving writing to the Trader involved. **ACTION:** All agree, Clerk to implement this plan as advised.
* Grass Cutting Contracts: all 3 current providers have provided quotes for 2018, all have a slight increase. All agree, 3 quotes per contract are needed before accepting. **ACTION:** RH to look into option of using a community group. Clerk to organise further quotes early in 2018, as current contracts expire end of March 2018.
* There have been 2 recent Playing Field Committee Meetings: Paul Smooker is Chair, Cllr Heyes, Nick Powell, Chris Shill, Ali Taylor and Dave Crook complete the committee.
* The focus of the meetings has been the construction of a Pavillion. In summary it was decided that such a building would be made of brick not wood, have changing rooms, showers and toilets to enable sports events to take place, would need an equipment store and a function room to assist with raising revenue in the future. The site adjacent to the car park would be best for ease of access.
* The Committee need to investigate funding options and seek permission from the Parish Council to ask for £3,300 to cover planning costs and surveys from Severn Trent and Western Power.
* There is an initial set of plans drawn up by an Architect as agreed at the November 2017 meeting at a cost of £100. The invoice is to be sent to the Clerk as agreed, for payment.
* A full discussion took place around the need for each aspect of the plans and for a 2 storey building. The Parish Councillors agreed unanimously that the Committee can go forward to planning stage on the condition that they have 3 architects quotes in total (a further 2 to be obtained) to ensure that £3,300 will cover the costs involved. The Committee then have Parish Council permission to apply for funding. **ACTION:** RH to provide progress report at the February 2018 Parish Meeting.
 | **EM****RH/EM****RH** |
| **7****61.17/18** | **Telephone Kiosk** | * The Kiosk is now painted inside and out. The glass ahs all been replaced and sealed. However the light comes on: unknown if electrics are ok/where they are sourced from. **ACTION:** CS will contact the Woolaston Clerk, John Anderson and find out what the Parish Council needs to do and inform Clerk.
 | **CS** |
| **8****62.17/18** | **Neighbourhood Development Plan** | * The grant that was recently applied for has been received.
* However Kirkwells are costing more than anticipated, so the group are now £800 short. **ACTION:** Kate Baugh will contact Groundwork and explain the mistake with the figures and advise what should be done.
* Kirkwells attended the recent meeting, a draft plan should be completed by 26.1.18.
* The Group are planning a further Open Day for March 2018.
 | **KB** |
| **9****63.17/18** | **Two Rivers Play Area.** | * Cllr. Chidley has met with Penny Mail several times. Two Rivers have offered the land at zero rent on the condition that the Parish Council take control of the land, as it also contains allotments. OR Councillor Chidley can sign for this herself. Penny is happy to attend a Parish Meeting to discuss further.
* Cllr. Haslam suggested that the Parish Council would need to see a copy of any proposed contract and would need time to consider its implications, all other Councillors agreed. **ACTION:** Cllr. Chidley will circulate the contract and the Clerk will add as an agenda item for February 2018.
* The condition of pavements and broken drain: Two rivers advised Cllr Chidley to contact Highways. She did so, there should be a safety inspection in the next 5 days. Two Rivers are responsible for the area by the garages. **ACTION:** Cllr. Chidley to provide an update at the February meeting.
 | **LC/EM****LC** |
| **10****64.17/18** | **Highways** | * Cllr. Chidley provided a detailed update as above in point 63.17/18.
* Cllr Haslam gave an update following his meeting with Highways:
* Church Lane is being resurfaced, work has been going on today.
* The light has been mended by the keep left sign by the garage.
* An ongoing key concern is the clearing of the footpath Swan Hill to Woolaston and the footpath to Woolaston playing field. Mr Watkins was reminded of this at the A48 meeting and replied that all budget is committed to the end of the financial year, so this work is recorded to be done in the next financial year.
* Road Markings are to be upgraded Woolaston to Chepstow before end of March: AH requested “sharks teeth” on entrance and exit to Alvington and double white lines to be made clearer at the bottom of Swan Hill by the tearooms as part of this upgrade: will need to wait and see…
* AH also enquired about an upgrade of the 30MPH sign at the bottom of Swan Hill £2-2,500 will buy a solar flashing sign which can record downloadable speeds of vehicles.
* A full discussion ensued, encompassing a whole range of possible crossings/measures to be taken. In conclusion: the Parish Council has nothing like the budge required for any of these projects, unless there has been a serious accident in the last 5 years Highways are not interested. If any kind of crossing does ever go ahead, a separate funding stream will need to be secured.
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| **11****65.17/18** | **Finance** | The following invoices were approved for payment: Emma Money salary and expenses £269.67, Merlin Waste dog waste collection £27.12, Grant Thornton External Audit £120.00, Forester Newspapers Ltd Clerk Advert £92.40, The Whitehouse Press Ltd NDP Newsletter & Flyers £92.40, Centigen A48 verges £24, Smart Water Insurance £36, Glebe Contractors additional playing field cut £111.60, Alvington Memorial Hall NDP Room Hire £52, Richard Sterry NDP newsletter design £51, Verlie Eagles NDP Expenses £62.97, Alec Davis NDP Expenses £87.42.* Cheques signed tonight by AH and Clerk: new Councillors and Clerk when appointed, need to be added as signatories to the Bank Account.
* Precept request 2018: All Councillors present agree to ask for a 10% increase this year (there has been no increase over the last 3 years), with 2-3% most years in the future so that household increase each year is negligible. **ACTION:** Clerk to submit request to District Council.
 | **EM** |
| **12****66.17/18** | **Correspondence for Information**  | All correspondence has been circulated to Councillors by e-mail during the month, the key documents for comment were:* Invitation to Flood Warning Meetings from the Environment Agency: no really applicable to Alvington: **ACTION:** Clerk to respond and decline offer.
* Invitation to view affordable new homes on Jan 12th at Churcham: declined, no interest.
* Training Opportunity on 8th January at Brockweir: Cllr Thompson may be able to attend. Cost is £40 but all agree good value. **ACTION:** Clerk to forward details to Cllr. Thompson so that she can confirm.
* Allocations Plan Letter: Version 2: all agreed with edits from AD. **ACTION:** Clerk to send via post & email.
* Merlin Waste: will increase their fee slightly from April: all agree a minimal rise that will have to be paid (£2.88 per month).
* There was no budget set aside for external audit: Clerk to query if this process is necessary for small Parish Councils, can we choose to opt out to reduce costs. **ACTION:** Clerk to raise this with GAPTC.
 | **EM****EM/GT****EM****EM** |
| **13****67.17/18** | **Clerks Report** | * The Clerks report for November-December was attached to the agenda for this meeting. There were no questions.
* The closing date for the Clerks Vacancy passed on 30/11/17: 3 able candidates, Councillors need to set a date for interview when at least 3 Councillors are free, and the Village Hall is available for 30 mins per candidate. **ACTION:** Councillors to agree a date and inform Clerk who will invite candidates. AH to check first that Village Hall is available.
 | **EM/AH** |
| **14****68.17/18** | **Councillors Reports**  | Cllr Heys informed all that there will be bells ringing form the Church this Sunday morning, there will be some practising on Wednesday afternoons also. The Church clock is now working.Cllrs. Chidley and Haslam have given their reports on meetings attended throughout the meeting, nothing to add.No report from Councillor Thompson as only Co-opted this evening.  |  |
| **15****69.17/18**  | **Public Forum** | * AD mentioned the old shop building on the corner of Church Lane: this is marked as derelict in the last Character Assessment for Alvington, completed in 2007. After this length of time an application can be made to the Council requesting that something is done to improve its appearance. **ACTION:** Clerk to draft a letter regarding this to Town Planning Department.
* Rubbish around the village and on the road to Lydney was also discussed, a call to arms for volunteers to clear it was suggested for the next newsletter.
* The condition of various stiles on public footpaths in the area was raised: perhaps they could be replaced with Kissing Gates, although these cost around £2,000. **ACTION:** CS volunteered to message Jeff Wheeler concerning poor condition of stiles on public rights of way.
 | **EM****CS** |
| **16.****70.17/18** | **Date of next meeting** | The next Parish Council Meeting will be 7.30pm Wednesday 7th February 2018.  |  |

Signed:.......................................Chairman. Date:..............................