**ALVINGTON PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 7th June 2017**

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| PRESENT:ATTENDING: | Cllr. Dan ElliottCllr. Eric RobsonCllr. Gary CollierAlec DavisMargaret HarrisAli TaylorJean Barney | Emma Money (Clerk)Verlie EaglesChris ShillKeith AlbonBrian BarneySusann Jackson |
|  | **Item** | **Notes** | **Action** |
| **1****1.17/18** | **Apologies for absence** | Apologies were received and accepted from Cllr. Alan Haslam. As Vice-Chairman Cllr Elliott presided as Chairman over this meeting in the absence of Cllr. Haslam. |  |
| **2****2.17/18** | **Declarations of interest** | Cllr Robson declared his interest in the planning application concerning Clanna Country Park, to be discussed at this meeting. |  |
| **3****3.17/18** | **Minutes of the meetings on May 3rd 2017** | The minutes were agreed as a true record and signed accordingly : minutes were signed for both the Annual Council Meeting and the May Parish Meeting: both held on 3/7/17. |  |
| **4****4.17/18** | **Planning** | There has been no progress to report concerning existing planning applications.There was one new application to consider. The application is for a renewed notice for continued use of Clanna Country Park for Residential Use. Cllr Elliott and Cllr Collier had no objections. Cllr Haslam had also e-mailed to show he had no objections, this was read out at the meeting by Cllr Elliott. Cllr Robson could not contribute due to his interest: however the Council were satisfied on the agreement of its members: as 3 are needed to be Quorate. **No further action required.** |  |
| **5****5.17/18** | **Playing Field** | 1. Cllr Robson gave a verbal outline of the last Playing Field Committee Meeting. The main topic had been the best way forward in providing a new Pavilion on the playing field. There are several legal aspects to investigate: the playing field has a deed of covenant which shows it is left to the management of Trustees rather than the Parish Council. There does not appear to be any written evidence that the Trustees ever signed responsibility for the playing field over to the Parish Council. Before any projects can proceed the Parish Council needs to be sure it holds legal responsibility for the playing field.
2. Further points that were considered by the Committee were: a) What would Parishioners like from the project? b) What kind of timescales would be needed to co-ordinate project plans, spec, funding. c) Who would actually use the facilities? d) There would be a need for a separate bank account and possibly Treasurer for the project to go ahead. e) There should be an Open Day held at the beginning of the project to invite public opinion, ideas for design, etc.f) It would also be good to look at other Pavilions in the local area to learn what seems to work.g) To proceed more Committee members are required, currently there are only4/5 members.h) There will be another Committee meeting in 2-3 weeks. There are no formal minutes of this meeting. **ACTIONS:** Cllr Robson to keep the Parish Council informed of progress.
3. Gangmower: The recent repair bill came to: £751.59: much bigger than thought. A full discussion took place regarding future grass cutting: even if the annual service is half of this bill, with fuel and insurance costs on top, is this method of grass cutting cost effective? Are the Council happy to rely on volunteers once the grass cutting contracts end? Currently the Parish has 3 contracts, 1 each for the playing field, the church yard and the A48 verges: would it be possible to amalgamate them for one competitive fixed cost which could be better than paying for 2 contracts next year and the expense of running the mower?

**ACTION:** EM will send ER all contact details for current Contractors and he will investigate quotes for amalgamating contracts**.** This item will be added to the agenda for the next meeting, July 2017.1. The Play Equipment: EM has not yet drafted a letter as looking at some old Parish files and e-mailing the ex-Clerk, it seems that the Parish Council came to an agreement with the suppliers last year and accepted some extra items in order to upgrade the equipment: it seems little can be done. **ACTION:** EM will check with GAPTC legal department and place item on agenda for July meeting to update.
 | **ER****EM/ER****EM** |
| **6****6.17/18** | **Annual Council Meeting 3/5/17** | 1. The policies as listed on the Agenda were due for review at the May meeting. The following changes were agreed:
* The Code of Conduct will be condensed and added to Standing Orders. **ACTION**: DE to edit and circulate reviewed and updated Standing Orders document before next meeting. (July 2017)
* Agenda items will be submitted to the Clerk in a timely fashion so that the Agenda can be published 7 clear days before a meeting: this will be reflected in the Standing Orders. **ACTION :** DE to update standing orders.
* The Minutes will have running numbers from April-March each year, beginning with the minutes for this meeting: also reflected in the Standing Orders. **ACTION:** EM to change minute numbering, DE to update standing orders.
* There was discussion around providing the Clerk with access to an emergency fund: it was decided to review this at the AGM next year. **NO FURTHER ACTION NEEDED CURRENTLY.**
* Alvington currently has no e-mail/internet/social media policies: DE has generic policies that he can provide and should be adopted. **ACTION:** DE to check policies with GAPTC so can be added to website after next meeting (July).
* Parish Councillor role description: ER and GC agreed with the copy DE provided. **ACTION:** DE to provide EM with agreed copy for website.
* Asset Register: needs to include all items insured: as per e-mail suggestion of AH: **ACTION:**EM to edit.
* Complaints Policy: the address of the Chair needs updating. **ACTION:** EM to edit.
* Publication Scheme: the address of the Clerk needs updating. **ACTION**:EM to edit.
* Terms of Reference for sub-committees: ER confirmed he will update the playing field TOR once the Committee has determined the roles of its members. The NDP group confirmed that there are no changes needed to their 2016 TOR. There was nobody present from the Village Hall Committee, the Parish Council are not aware of any changes needed. **NO FURTHER ACTION NEEDED CURRENTLY**
* The Emergency Plan: DE will check if P Smooker still wishes to be involved, the contact for The Globe has changed and DE and ER need to be added. **ACTION:**DE to check and update contacts and circulate before July meeting.
* Add to July agenda to be sure all actions are taken and updated documents are all ready to upload or already uploaded onto Parish website.
* The Council Foundation Award Scheme will not be undertaken due to cost. **NO FURTHER ACTION NEEDED CURRENTLY.**
 | **DE****DE****EM/DE****DE****DE****EM****EM****EM****DE** |
| **7****7.17/18** | **Finance** | 1. The following invoices were approved for payment, in addition a letter transferring funds from the business to the treasurers account was signed:

Emma Money salary May 2017 £284.35, Emma Money expenses May 2017 £7.00,Merlin Waste May 2017 £40.68 and for June 2017 £27.12,Richard Morgan for St Andrews grass cutting £222 for April and £222 for May 2017,Glebe Contractors for 3 cuts to the playing field £149.83 and a further 2 cuts £99.89,Groundwork UK £850.02 repayment of NDP grant,Revill Mowers £751.51 mower repair,Alvington Memorial Hall NDP room hire £65,PATA UK £22.50 for payroll services Jan, Feb & March,Shirley Fowler £55 for internal audit,Alvington Memorial Hall £195 for Parish & playing field meetings,Community First Trading £358.72 for insurance.1. Annual Return The process was explained by the Clerk. The figures have been checked via internal audit. DE and EM signed the Annual Governance Statement 2016/17.
2. DE and EM signed the Accounting Statements 2016/17.
3. The Parish Budget was discussed:There was much discussion about the format,Councillors would like a more detailed breakdown of expenses than has been historically provided. **ACTION:** EM to change the layout and circulate a refreshed budget outline for 2017/18 before the next meeting (July)
4. The costs of producing the newsletter were discussed: printing vrs advertising: is there still a need to print rather than publish online ?**ACTION:** EM to contact AH before next meeting to discuss is he happy to look at producing next newsletter? How will advertising be organised, invoicing, etc?
 | **EM****EM** |
| **8****8.17/18** | **Correspondence for Information** | 1. In response to a letter from Brian Watkins, DE volunteered to be the Flood Warden for Alvington: **ACTION:** EM to respond to Brian Watkins.
2. DE and Alec will attend the upcoming meeting regarding Fastershire : **ACTION:** EM to confirm their attendance.
3. Merchant Navy Day: the Parish does not have the appropriate flag but Cllr Collier recommended making P Smooker aware as he may like to fly one. **ACTION:** EM will e-mail P Smooker.
4. Clanna Road Closure in August: **ACTION:** DE has printed and will add to noticeboard.
5. Resilient Energy/wind turbine: funding forms are soon to be released: reiterated that all ideas for funding need to be discussed at the next meeting: the public were asked to bring their ideas for discussion.
 | **EM****EM****EM****DE** |
| **9****9.17/18** | **Clerks Report**  | This document was attached to the Agenda as previously agreed. No questions regarding work completed.  |  |
| **10****10.17/18** | **Councillors Reports** | There were no further Councillors reports. |  |
| **11****11.17/18** | **Public Forum**  | * The volunteer working on the phone box confirmed that the spending so far looks like it will total £200 for basic repairs. AH has said he will not take his Chairmans allowance to offset this cost. All agreed repairs should continue.
* There was a long discussion around the development at Clanna Lane and the long term management plan of the attenuation ponds.
* A member of the public also pointed out that 20 MPH signs are in place on Church Lane, Knapp Lane and Clanna Lane but NOT Garlands Road. **ACTION:** DE to liaise with Highways.
 | **DE** |
| **12****12.17/18**  | **Date of next meeting:**  |  The next parish council meeting will be in the village hall on Wednesday 5th July 2017 from 7.30 pm. (ER will be unable to attend ). |  |
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Signed:.......................................Chairman. Date:..............................