**ALVINGTON PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 3rd May 2017**

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| PRESENT:  ATTENDING: | | Cllr. Alan Haslam  Cllr. Dan Price  Cllr. Gary Collier  Alec Davis  Margaret Harris  Ali Taylor  Peter Brown | | Cllr. Eric Robson  Emma Money (Clerk  Verlie Eagles  Chris Shill  Keith Albon  Viv | |
|  | **Item** | | **Notes** | | **Action** |
| **1** | **Apologies for absence** | | Apologies were received and accepted from Cllr. Beveley Collier. Her resignation letter was also accepted by the Chairman. | |  |
| **2** | **Declarations of interest** | | None | |  |
| **3** | **Minutes of the meeting on April 5th** | | The minutes were agreed as a true record and signed accordingly | |  |
| **4** | **Planning** | | There has been no progress to report concerning existing planning applications. There are 2 new applications: 1) to reduce trees at 8 Garlands Road to house height: no objections.  2) Revised application to build on Land adjoining The Knapp: After a long discussion: ACTION: DE to send list of objections to EM who will compose and send a letter.  3) Forest of Dean Allocations Hearings: hard to find a representative without confirmed dates: ACTION: EM to reply and distribute dates once known.  4) Community Living: after full discussion: decision that as a very small Parish with little budget: no further interest. | | **DE/EM**  **EM** |
| **5** | **Playing Field** | | 1. ROSPA safety check: raised multiple safety concerns with the play equipment despite it only being 12 months old. After a long and full discussion: Council agreed: not economic to repair: to be removed as soon as possible: to provide signs immediately to discourage use. ACTION: DE will contact local companies to get a price for removal and arrange. EM will send signs to AH to print and place on equipment. EM will also put a notice on the website. EM to draft a further letter of complaint to the company who supplied the equipment as “not fit for purpose”. 2. Smartwater Insurance Policy: GC was able to explain to all what this policy covers: cost is £36 per year: Councillors agreed to pay for a further 12 months. ACTION: EM will send cheque following this meeting. 3. Gang Mower Service: There was nobody present who could provide an update: ACTION: ER will ask NP at the next Playing Field Committee meeting ( Monday 8th May). 4. New Bench: The financial cost of a new bench is still an issue: however: there is a member of the village willing to repair the old bench: ACTION: DE to contact this villager regarding repairs. 5. ER: circulated April Committee minutes to all: he asked if he could have access to update the Parish Website with playing field matters. The next Committee meeting will focus on: how to move forwards the idea of a Pavilion on the playing field. For May 14th: he has some volunteers for a maintenance day, but needs to know if the Parish has Public Liability cover in place. The playing field covenant needs to be reviewed to be sure the Parish Council has ultimate responsibility for its management. ACTIONS: EM to set up website access with the website company for ER, EM to check insurance and inform Councillors ASAP, EM to review covenant and provide to ER before the next Committee meeting. ER to provide approximate costings of maintenance day.   . | | **DE/AH**  **EM**  **EM**  **DE**  **ER**  **NP**  **EM/ER** |
| **6** | **Highways** | | 1. Garlands Road/Knapp Lane: “20 Zone” stickers: cost is £100 for 80. However DE has contacted Highways who will provide temporary 20mph road signs for 4 months: all agree to review after this time: ACTION: EM to keep sticker company info for future reference. | | **EM** |
| **7** | **IT Systems** | | After discussion all agree that DE has a good suggestion to add e-mail accounts for the Clerk and each Councillor via the Parish Website so that the Council appears more professional and personal e-mails are no longer used. The Parish Facebook account needs to be added to Standing Orders so that it can be set up and owned by the Parish Council itself. DE has also researched and provided to the Clerk information about physical record storage in Gloucester and on line solutions for current documents. ACTIONS: DE to pursue changing e-mail accounts. Standing Orders to be amended at the next Parish meeting. EM to organise Parish records so stored appropriately, whenever there is time to do so. | | **DE/EM** |
| **8**  **9** | **Finance**  **Correspondence for Information** | | 1)The following invoices were approved for payment:  Emma Money salary April 2017 £217.04,  Emma Money expenses April 2017 £13.72,  Merlin Waste £27.12, Playsafety Ltd £79.80 and Smartwater Insurance £36.   1. The Parish budget was discussed: the NDP group are requesting a further £250 from the Parish for 2017/18, totalling £500 as last years grant is unspent: needed to finish NDP so all agreed. They also need to use “Parish On Line” the cost is £57.60 and will come from the NDP Parish budget. The Group will let EM know when the first months free trial expires. 2. Raising the precept was not considered this year: to be placed on the November 2017 agenda. Training: DE and AH would like to attend the Chairship course (£70 total), CILCA training for the Clerk was discussed: she is keen to partake but pointed out that the Parish needs to pay her 3 out of 4 hours study time and agree to temporarily suspend some of her duties whilst she undertakes the qualification: all agree as currently new Clerk, Chairman and Councillors, to consider again next year once the budget is stable and all have more experience. The current playing field budget of £700 is inadequate. ACTION: EM to work on producing a revised 2017/18 budget that better distributes the Parish finances. To continue to review bank reconciliation quarterly. 3. Following a letter passed to the Clerk from ex-Councillor Smooker, it was decided that DE will liaise with the Police regarding speeding on the A48: ACTION: EM to pass any information she has regarding this to DE. DE to reply to letter with his contact details. | | **EM**  **EM/DE** |
| **10** | **Clerks Report** | | This document was attached to the Agenda as previously agreed. No questions regarding work completed.  1)Following the meeting with the Aylburton Clerk, EM could advise that the true costs of installing a defibrillator in the phone box would actually total around £2,000. About £500 more than previously thought. Considering the expense and the fact that less than 2% of defibrillators are ever actually used: suggest to put the project on hold until more finances are secured. In any event, the phone box needs to be renovated and the costs covered for this first.  2)The Wind Turbine: there have as yet been no specific meetings regarding this: Aylburton have nominated a Councillor to attend these when they commence and EM would suggest that Alvington do the same.  3) Despite a bigger precept and 7 councillors, Aylburton meet only 6 times a year and it works very well: there is enough time between meetings to complete required actions. The Clerk is also paid 10 hours a week and has a specialist IT package to assist with the finances. This alternate way of running things could potentially be more cost effective: however currently Councillors agreed they do not wish to change how Alvington operates. ACTION: EM will maintain contact with Aylburton Clerk as a source of information/idea swopping for the future.  4) The Annual Financial Return which represents a large amount of work has still to be completed by the Clerk. The Internal Audit with Shirley Fowler has been arranged. ACTIONS: EM to complete financial return and deliver to Auditor so completed and returned before June Parish Council meeting. | | **EM**  **EM** |
| **11** | **Councillors Reports** | | GC wanted to bring to attention of the Council and Public that there has recently been a complaint made against him regarding the Co-option process used to recruit 2 Councillors, alleging that there had been a breach of the Councils Code of Conduct. He reported that as of May 3rd 2017 that the Monitoring Officer declared that there had been no breach and that there was no requirement for him to write a letter to the complainant. However, he delivered a letter by hand to the complainant at the end of this announcement. The complainant collected the letter and left the meeting.  AH informed the meeting that he has reported the car which has been parked for sometime in the Village Hall car park to the DVLA.  It was agreed that there were no other Councillors Reports to discuss as a wide range of topics had already been covered during this meeting. | | **GC**  **AH** |
| **12** | **Public Forum** | | * A Parishioner raised the issue that the grass opposite the Blacksmiths Arms had not been cut today, although it had been cut by The Globe. ACTION: EM to send DE Centigen contact info and he will chase. * It was mentioned that there seem to be more dogs in the area and more dog mess: ER suggested maybe more signs could be used: no action decided on this point. * There are volunteers willing to work on the phone box if the Parish Insurance is adequate: EM to check the insurance anyway, volunteers to provide costings of work required at next Parish meeting before proceeding with work. | | **EM/DE**  **EM** |
| **13** | **Date of next meeting:** | | The next parish council meeting will be in the village hall on Wednesday 7th June 2017 from 7.30 pm. | |  |
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Signed:.......................................Chairman. Date:..............................