

ALVINGTON PARISH COUNCIL

Wednesday 25th April 2018

To all members of the Council

You are hereby summoned to attend the Annual Council Meeting of Alvington Parish Council at Alvington Memorial Hall on Wednesday 2nd May 2018 at 7pm for the purpose of transacting the following business. N.B.: When viewing the agenda online, items underlined provide a hyperlink to the relevant document(s).



Ms Meg Humphries Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

Agenda for Alvington Parish Council Annual Meeting To be held at Alvington Memorial Hall from 7.00 p.m. on Wednesday 2nd May 2018

1. Election of the Chairman and Vice-Chairman for 2018/9

2. Annual Meeting agenda items from standing orders:

- i. Delivery by the Chairman of the Council of their acceptance of office form
- ii. To approve the **minutes of the last meeting of the Council** and to approve the minutes of the **2017 Annual Council Meeting**, and to receive and note minutes of and/or to determine recommendations made by committees.
- iii. To review delegation arrangements to committees, sub-committees, employees and other local authorities.
- iv. **To review the terms of reference for committees.**
- v. To receive nominations to existing committees.
- vi. To appoint any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vii. To review and adopt appropriate standing orders and financial regulations.
- viii. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities.
- ix. To review representation on or work with external bodies and arrangements for reporting back.
- x. **To review inventory of land and assets including buildings and office equipment.**
- xi. **To review and confirm arrangements for insurance cover in respect of all**

insured risks.

- xii. To review the Council's and/or employees' memberships of other bodies.
- xiii. To establish or review the Council's complaints procedure.
- xiv. To establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xv. To establish or review the Council's policy for dealing with the press/media
- xvi. **To set the time and place of ordinary meetings of the Full Council for the year ahead.**

3. To receive apologies for absence

4. To note declarations of interest

5. To receive any reports from the County & District Cllrs (for information)

6. To consider and vote on the co-option of a parish councillor to fill existing vacancy.

7. To consider installing a defibrillator in the village and agree next steps if applicable.

8. To receive an update on electrical investigative works to the telephone kiosk.

9. Planning

- P0437/18/FUL: Summer Breeze Clanna Lane Alvington Lydney Gloucestershire GL15 6AF: Erection of an agricultural building for the storage of agricultural machinery. (Part Retrospective). To ratify the outcome of no objections as decided via email correspondence in between meetings.
- To consider any new planning applications and agree any objections and comments.
- To receive any progress reports on local planning matters.

10. Playing Field

- To receive a report on the muddy gateway issue as raised at the Annual Parish Meeting 4/4/18.
- To agree actions following the annual play equipment inspection report from 16/4/18.

11. St Andrews Churchyard

- To consider and agree next steps for landscape maintenance arrangement with community payback group.

12. Highways

- To consider any council actions to mitigate the hazard posed by direct access to A48 from the Globe car park and agree any next steps.
- To receive an update on work to mitigate surface water flooding in the village.
- To receive an update on installation of signage in the village.

13. NDP

- To receive an update on the progress of Alvington NDP.
- To agree timescales, actions and advert pricing for the next village newsletter.

14. Finance

- To approve payment of invoices and expenses from the past month:

TO WHOM	DETAILS	TOTAL
Meg Humphries	Salary – April	246.46
Meg Humphries	Expenses – April	46.60
Merlin Waste	Dog Waste Collection – April	35.70
GAPTC	Agendas and Minutes training 7/3 and Clerks 1 training 19/4	70.00
Alan Haslam	Reimbursement for stationery – Council.	32.75
Richard Heys	Reimbursement for gravel (playing field gateway)	8.89
Chris Shill	Reimbursement for paint for bus shelter interior	25.42
Playsafety Ltd	Annual play equipment inspection	79.80
Centigen	A48 verges brushcutting 10.04.18	30.00

- To consider the 2018/19 budget in light of councillors' suggestions and queries, and in light of final figures for 2017/18 civic year.

15. To note correspondence for information

16. Clerk's Report

- To accept the Clerk's Report, including recommendations following recent training.
- To consider annual increase in Clerk's hourly rate (see Clerk's Report).
- To consider a request for Clerk's annual leave.
- To receive an update on GDPR actions and recommendations from Clerk and Cllr Heys.

17. Councillors' reports and items for future agenda

18. Public forum

19. Date of next meeting

Wednesday 6th June 2018 at 7.30pm in the Memorial Hall.