

**ALVINGTON PARISH COUNCIL**  
**Minutes of the meeting held on Wednesday 7<sup>th</sup> February 2018**

PRESENT: Cllr. Alan Haslam (Chairman) Meg Humphries (Clerk)  
 Cllr. Richard Heys Emma Money (Former Clerk)  
 Cllr. Gary Collier  
 Cllr. Gail Thompson

ATTENDING: Alec Davis Ali Taylor  
 Margaret Harris Chris Shill  
 Verlie Eagles Peter Brown

	Item	Notes	Action
1 71.17/18	Apologies for Absence	Cllr. Chidley sent her apologies, due to childcare being unavailable. Accepted.	
2 72.17/18	Declarations of interest	Cllr. Thompson made a declaration of interest regarding planning applications for Walnut Tree Cottage, as she had received direct notification of the application so is considered an interested party.  No other declarations made.	
3. 73.17/18	Minutes of the Meeting on 6 <sup>th</sup> December 2017	The minutes were agreed as a true record and signed accordingly.	
4. 74.17/18	Planning	<ul style="list-style-type: none"> <li>• P0004/18/FUL and P0002/18/OUT, Walnut Tree Cottage, Main Road: Two applications, one for demolition of dwelling, the other for a replacement dwelling. After discussion: no objections to demolition, but concerns over erection of dwelling, main reasons pertaining to conservation area location, lack of approved access, inaccurate reports and potential archaeological impact.  <b>ACTION:</b> Clerk to draft a letter outlining these concerns, and circulate to all councillors and submit to District Council once agreed.</li> <li>• P0103/18/AG, Summer Breeze, Clanna Lane: Prior notification of erection of a barn for agricultural machinery: no objections.</li> <li>• Land adjacent to The Knapp, Knapp Lane (P1761/16/APP): Verlie Eagles</li> </ul>	MH

		<p>raised concerns over the size of the bungalow, seemingly significantly larger than on the plan.</p> <p><b>ACTION:</b> Clerk to draft a letter outlining these concerns, circulate to all councillors and submit to District Council once agreed.</p> <ul style="list-style-type: none"> <li>• Cllr. Haslam had been approached by a resident with concerns about legitimacy of development on the site of the mill at Cone Brook. After some discussion, it was established that this development was legitimate.</li> </ul>	<p><b>MH</b></p>
<p><b>5.</b> <b>75.17/18</b></p>	<p><b>Playing Field</b></p>	<ul style="list-style-type: none"> <li>• As suggested by Trading Standards, Clerk wrote to the trader, who replied with the claim that noncompliance was largely due to incorrect installation, but also offered a partial refund or return, requesting photos of equipment to assess condition.</li> </ul> <p><b>ACTION:</b> Cllr. Collier to take pictures of equipment and send to Clerk, who will reply to propose return for refund, to be sent upon councillors' approval.</p> <ul style="list-style-type: none"> <li>• Grass cutting for churchyard: Cllr. Heys has investigated using community payback scheme for churchyard grass but not everyone could recall seeing the emailed details. Scheme won't replace paid work but Cllr. Heys argues that it wouldn't replace paid work, but a lack thereof, as ongoing cost would be unsustainable. Councillor Collier reported that the scheme had done a good job of clearing ground for allotments. Group would need shelter/toilets – Memorial Hall may be suitable. Discussion on whereabouts of lawnmower once purchased for churchyard – not known.</li> <li>• <b>ACTION:</b> Cllr. Heys to recirculate email for agreement via email of councillors; MH to then fill in application for services. Cllr. Thompson to pass Memorial Hall query to husband Jonathan Thompson and to check with Sarah Phillips re location of churchyard lawnmower.</li> <li>• Grass cutting for playing field: the Playing Field Committee had discussed this and felt that managing it themselves may benefit the quality of the cut as well</li> </ul>	<p><b>GC/MH</b></p> <p><b>RH/MH/GT</b></p>

		<p>as costs. Possible that the cricket club will want to manage the cutting themselves during cricket season, with committee topping and tailing.</p> <p><b>ACTION:</b> Cllr. Heys to check with Nick Powell and to advise Clerk of any quotation requirements ASAP; Clerk to then seek quotes as needed.</p> <ul style="list-style-type: none"> <li>• Chris Shill gave an update on the gangmower: the parts had arrived from India; repair now in progress.</li> <li>• Cllr. Heys updated the meeting on developments of the potential pavilion. Quotes received from 3 architects; committee gathering grant information (including ECB) to provide further funding; Cllr. Heys had started to put together some figures for running costs, e.g. cleaning, maintenance, insurance; the next step is community consultation. Verlie Eagles queried legitimacy of new building in circumstances; Cllr. Haslam reassured her that such developments were standard. Alec Davis suggested that the NDP open day in April would be a good opportunity to consult/raise awareness, and Alec Davis suggested that it was mentioned in the next newsletter. Cllr. Heys welcomed any volunteers for Playing Field Committee.</li> </ul> <p><b>ACTION:</b> Cllr. Heys to provide progress report at the March 2018 parish meeting.</p> <ul style="list-style-type: none"> <li>• Cllr. Haslam noted the damage to the roller, which forms part of the Trim Trail, and there was a consensus that it seems to be coming to the end of its life but should be kept going as long as possible.</li> <li>• Alec Davis suggested a sign to remind people about cleaning up dogs' mess. Ali Taylor reported rudeness from locals about her right to be using the playing field. Ali had seen the street warden patrolling several times. Ali emphasised connection between short grass and people being willing to pick up dogs' mess.</li> </ul>	<p>RH/MH</p> <p>RH</p>
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<p><b>6</b> <b>76.17/18</b></p>	<p><b>Telephone Kiosk</b></p>	<ul style="list-style-type: none"> <li>Chris Shill identified that a professional electrician was now needed to solve the fault in the kiosk – but no budget set aside for such. Chris has also arranged for the interior of the bus stop to be painted, at no cost and has sought quotations for signage to e.g. village hall, playing field. All agree signage would be beneficial if cost could be kept low, partly by using existing posts and sharing costs with other parties, e.g. church and cricket club. Indicative cost – £100 per single side of 1 sign. <b>ACTION:</b> Cllr. Haslam to contact friend who is electrician and may assist for no charge; failing that, Chris Shill to find an electrician and get a quotation.</li> </ul>	<p><b>AH/CS</b></p>
<p><b>7</b> <b>77.17/18</b></p>	<p><b>Neighbourhood Development Plan</b></p>	<ul style="list-style-type: none"> <li>Kirkwells has now written the draft plan (c. 70 pages long).</li> <li>The group are hosting an open day on 22<sup>nd</sup> April to gather comments on the draft and will publish a newsletter beforehand to advertise the event.</li> <li>It's a complex process as after the open day the draft plan will then be consulted on for six weeks before being finalised and passed to the district council for a referendum.</li> <li>Unspent grant needs repaying and then a new grant application needs writing.</li> <li>The group have now worked out their budget. <b>ACTION:</b> Cllr. Haslam to email NDP budget to Clerk.</li> <li>Cllr. Haslam thanked Alec Davis and Verlie Eagles for significant time and effort spent on the NDP to date. Alec spent significant time writing content for plan and sourcing figures and data.</li> </ul>	<p><b>AH</b></p>
<p><b>8</b> <b>78.17/18</b></p>	<p><b>Two Rivers Play Area</b></p>	<ul style="list-style-type: none"> <li>Cllr. Chidley not present so no update available, but she had circulated via email an example of a contract for the land, for an area in Lydney. All agree that it looks fine and now need to see the actual contract and to run this past</li> </ul>	

		<p>a solicitor <b><u>ACTION:</u></b> Cllr. Chidley to request and circulate actual draft contract from Two Rivers.</p> <ul style="list-style-type: none"> <li>• Condition of pavements and broken drain: no update available <b><u>ACTION:</u></b> Cllr. Chidley to provide an update at the March meeting.</li> </ul>	<p><b>LC</b></p> <p><b>LC</b></p>
<p><b>9</b> <b>79.17/18</b></p>	<p><b>Highways</b></p>	<ul style="list-style-type: none"> <li>• Cllr. Haslam reported the following pieces of news from Highways: <ul style="list-style-type: none"> <li>○ Closure of Spout Hill, Alvington 13/02/18 to 15/02/18.</li> <li>○ Closure of A48 at Newnham 16/6/18 to 23/6/18 – overnight only, 7pm-7am.</li> <li>○ Closure of A48 at Westbury 6/6/18 to 16/6/18 – overnight only, 7pm-7am.</li> <li>○ Improvements at Over roundabout – ongoing delays May–September 2018.</li> </ul> </li> <li>• Alec Davis and Chris Shill reported a traffic count and have asked Brian Watkins whether this was Gloucestershire Highways, awaiting reply.</li> <li>• Alec Davis raised the problem of twigs and leaves by The Swan. Cllr. Haslam responded that this had been raised with Highways many times but to no avail owing to no available funding.</li> <li>• Discussion on quality of road resurfacing. Consensus is that the new surface seems prone to deterioration quickly after being installed.</li> <li>• Cllr. Haslam reported that there are plans to repaint the road markings between Woolaston and Stroat.</li> </ul>	

<p><b>10</b> <b>80.17/18</b></p>	<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>The following invoices were approved for payment:</li> </ul> <p>FEBRUARY: Emma Money salary £93.92; Meg Humphries salary £132.78; Meg Humphries expenses £15.59; Merlin Waste dog waste collection £27.12. (Cheques signed tonight by AH and GC.)</p> <p>JANUARY (retrospectively, owing to no meeting): Emma Money salary £244.19; Emma Money expenses £12; Merlin Waste dog waste collection £27.12; Initial drawings for pavilion by JAPS £100; Planning Application training for Cllr. Thompson £40; Kirkwells draft plan writing £4,200. (Cheques signed in January by AH and EM.)</p> <ul style="list-style-type: none"> <li>Third quarter financial report – bank statements incomplete; to be signed at the March parish meeting</li> <li>All agree to the following signatory changes for bank accounts: Dan Elliot and Andrew Maliphant to be removed; Cllr. Thompson, Cllr. Heys, Cllr. Chidley and Clerk to be added. Emma Money to stay as signatory for now, until new signatories successfully added, then to be removed. <b><u>ACTION:</u></b> Clerk to coordinate the signatory change process as quickly as possible.</li> <li>Cllr. Haslam enquired whether Dan Elliott had repaid Vice Chair expense allowance - £75 due back. EM reported that this had not been received. All agree that Cllr. Collier is entitled to that money as the new Vice Chair. <b><u>ACTION:</u></b> Clerk to contact Dan about this matter.</li> </ul>	<p>MH</p> <p>MH</p>
<p><b>11</b> <b>81.17/18</b></p>	<p><b>Correspondence for Information</b></p>	<p>All correspondence has been circulated to Councillors by e-mail during the month, the key documents for comment were:</p> <ul style="list-style-type: none"> <li>Invitation to help fund Totally Talented event in Lydney. All agree unfortunately no budget for such. <b><u>ACTION:</u></b> Clerk to respond and decline.</li> </ul>	<p>MH</p>

		<ul style="list-style-type: none"> <li>• Invitation for councillors to take part in NALC's councillor census survey to promote diversity. <b>ACTION:</b> Councillors to take part individually where possible.</li> <li>• Invitation to take part in Foresters' Forest survey to test Forest knowledge.</li> <li>• Offer of free sessions giving practical advice on making public spaces dementia-friendly. Agreed may be of use re village hall.</li> <li>• Invitation to attend Annual Tourism Forum, £20 per ticket. No interest/budget.</li> <li>• Final recommendations of electoral review of Forest of Dean. It transpired that this had not been circulated by Clerk. <b>ACTION:</b> Clerk to circulate via email (now done).</li> <li>• Various promotional and marketing emails deemed not of relevance on this occasion.</li> </ul>	<p><b>ALL</b></p> <p><b>MH</b></p>
<p><b>12 82.17/18</b></p>	<p><b>Clerk's Report</b></p>	<ul style="list-style-type: none"> <li>• The Clerk's Report for December and January was attached to the agenda for this meeting. Cllr. Haslam enquired about the progress on a letter to district council about the derelict shop; Clerk reported that this was in progress, pending further information from Alec Davis. <b>ACTION:</b> Clerk to draft letter for councillor approval and to send to district council.</li> <li>• Clerk shared information on upcoming courses designed for new clerks, all £35 each: Agendas and Minute Writing (1<sup>st</sup> March), Clerks: The Knowledge, parts 1-3 (19/4, 17/5, 21/6). All agreed that she should attend all four. <b>ACTION:</b> Clerk to book a place on courses and to feed back any useful information to meetings.</li> <li>• MH had prepared a Clerk's Contract, and this had been circulated via email to all councillors by Cllr. Haslam. All agree that it is acceptable. MH also presented driving licence as proof of ID, as suggested by PATA payroll</li> </ul>	<p><b>MH</b></p> <p><b>MH</b></p>

		services. Clerk and Cllr. Haslam signed two copies at the meeting.	
<b>13 83.17/18</b>	<b>Councillors' Reports</b>	<ul style="list-style-type: none"> <li>• Cllr. Thompson reported that her planning training was helpful and has circulated the training materials via email. Discussion focussed mainly on large-scale developments. It's possible to opt into notifications about outline applications, in order to stay up to date.</li> <li>• Cllr. Heys had covered all but one point in the meeting by this point but had been contacted by a resident with concerns about the sound level of motorcross events in the village, especially on a Sunday, and queried where permission had come from. Cllr. Collier gave some context – events had started as infrequent children's events but now seemed numerous. Discussion of littering concerns at same site. Cllr. Collier offered to discuss concern with owner due to familiarity. <b>ACTION:</b> Cllr. Collier to discuss this matter with the site owner.</li> <li>• Cllr. Haslam had covered all points in the meeting by this point.</li> <li>• Cllr. Collier had no report this month due to personal commitments; accepted by all.</li> </ul>	<b>GC</b>
<b>14 84.17/18</b>	<b>Public Forum</b>	None; all points already addressed by this point in the meeting.	
<b>15. 85.17/18</b>	<b>Date of Next Meeting</b>	The next Parish Council Meeting will be 7.30pm Wednesday 7 <sup>th</sup> March 2018.	

Signed:.....Chairman.

Date:.....