

ALVINGTON PARISH COUNCIL
Minutes of the meeting held on Wednesday 4th April 2018, 7.30pm

PRESENT: Cllr. Alan Haslam (Chairman)
 Cllr. Richard Heys
 Cllr. Gail Thompson
 Cllr. Lisa Chidley

ATTENDING: Meg Humphries (Clerk)
 Alec Davis
 Ali Taylor
 Tom Lockyer
 Chris Shill
 John Wood
 Keith Albon
 Margaret Harris

	Item	Notes	Action
1 01.18/19	Apologies for absence	None.	
2 02.18/19	Declarations of interest	Cllr. Thompson declared an interest in the planning application at Walnut Tree Cottage, owing to close proximity of her property to the site.	
3. 03.18/19	Minutes of the meeting on 7 th March 2018	The minutes were agreed as a true record and signed accordingly.	
4. 04.18/19	Planning	<ul style="list-style-type: none"> • P0323/18/FUL. Alderbrook, Lower Common, Aylburton; various extensions to existing dwelling. No objections to be raised. • P0002/18/FUL. Flat 1, Walnut Tree Cottage, Main Road; Erection of replacement dwelling. It was agreed that the council objected to the now more detailed plans for all of the same reasons given in the objection letter to the previous outline planning application. ACTION: Clerk to reiterate objections to plans in letter to FoDDC Planning Dept. 	MH
5. 05.18/19	Playing Field	<ul style="list-style-type: none"> • Pavilion Funding: [<i>Extract follows from 4/4/18 Annual Meeting report</i>] Cllr Heys reported that the main piece of work for the PF Committee was the pavilion project, for which REACR had offered £5K for the first tranche of work (plan drawings and public consultation) followed by a formal planning application. • Mowing: A48 Verges: Clerk had contacted Brian Watkins, who had advised that GCC Highways reimburse local councils 4p/metre for 2 cuts per 	

		<p>year to A48 verges. ACTION: Clerk to progress the claim.</p> <p>Mowing: Churchyard: Clerk is liaising with Stuart Wellman, who will arrange a site visit in April; councillor(s) to attend.</p> <ul style="list-style-type: none"> • Molehills on Playing Field: Cllr. Haslam reported that he had not yet contacted the mole contractor but would do so as soon as possible. ACTION: Cllr. Haslam to contact pest control contractor. 	<p>MH</p> <p>AH</p>
6 06.18/19	Telephone Kiosk	<ul style="list-style-type: none"> • Cllr. Haslam reported that his electrician contact was willing to investigate the electronic anomalies in the kiosk, date TBC. 	
7 07.18/19	Neighbourhood Development Plan	<p>[Extract follows from 4/4/18 Annual Meeting report] Cllr. Haslam and Alec Davis reported that the NDP open day planned for April would now be postponed until the summer because of the detailed process of consultation and other tasks. There are only four active members, so workload per person is heavy. Cllr. Haslam encouraged any support to share the load. Cllr. Thompson offered to join the group after 16/4 and could offer a couple of hours per week. The next NDP meeting is on Monday 9th April at 10.30am and Cllr. Haslam stated that all are invited.</p>	
8 08.18/19	Two Rivers Play Area	<p>Cllr. Chidley reported: She is still awaiting Two Rivers, whose directors are currently considering the contract for leasing the play area.</p>	
9 09.18/19	Highways	<ul style="list-style-type: none"> • Garlands Road repairs update: Cllr. Chidley has now chased Highways many times regarding this and is always told that it will be addressed within five days; no repair work has been witnessed since raising the issue. Cllr. Haslam reported that he has written to Brian Watkins about the matter. Alec Davis reported that Highways team had been in the village over the Easter weekend but that rainwater in the holes prevented repair. • Flooding, No. 2 Main Road: MH reported that her enquiries confirmed that any work being undertaken at present was likely Severn Trent. ACTION: Clerk to contact Severn Trent for progress report. • John Wood reported two issues on Swan Hill: three blocked drains and overgrowth encroaching on narrow 	<p>MH</p>

		<p>pavement, presenting pedestrian hazard. Cllr. Haslam has been putting pressure on Highways but has been advised of no budget. Chris Shill chased Highways two weeks ago and will chase again tomorrow (5/4/18).</p>	
<p>10 10.18/19</p>	<p>Finance</p>	<ul style="list-style-type: none"> The following invoices were approved for payment by Cllr. Thompson: Meg Humphries salary/expenses £254.18; Merlin Waste dog waste collection £35.70; FoDDC green bin licenses for churchyard £90.00; Easi Signs Residential for mower service £300.00; PATA for payroll services £30.00; Getmapping Parish Online subscription £90.00. 2018/19 budget: It was agreed that the finances were in a strong enough position for the coming year but that there were some variations between figures owing to omission of NDP income and expenditure in some calculations. It was agreed that new 'ringfenced' cost centres would be added for both the pavilion project and play equipment renewal. ACTION: Clerk to add two new cost centres and to revisit spreadsheets and recirculate and prepare all necessary information with a view to finalising budget at May meeting. The fourth quarter financial report for 2017-18 was checked against the bank statements and signed. Clerk reported that Lloyds Bank had confirmed that all changes had been made in line with the mandate form submitted in March. Cllr. Haslam requested funding of: c.£30 paint for inside of bus shelter and c. £10 for a bag of gravel to cover the mud in gateway on Playing Fields. Agreed. ACTION: Cllrs Haslam and Heys to arrange purchases accordingly. 	<p>MH</p> <p>AH/RH</p>
<p>11 11.18/19</p>	<p>Correspondence for Information</p>	<p>Key correspondence has been circulated to councillors by e-mail during the month; the main documents for comment were:</p> <ul style="list-style-type: none"> Various updates on the GDPR, coming into force on 25/5/18. ACTION: Clerk to review information held by the council for discussion at next meeting. 	<p>MH</p>

		<ul style="list-style-type: none"> • A questionnaire from the neighbourhood police team. ACTION: Cllr. Thompson to respond. • Introduction from PKF Littlejohn, external auditors (for which the council is exempt) • Introduction from Jo Flegg, BBC Radio Gloucestershire reporter. • Email from Two Rivers notifying councils about Two Rivers' employees being able to help with community projects. • Petition to designate the Forest of Dean as AONB. • FoDDC press releases, including NDP statistics, invitation for suggestions of land for housing, new memory café in Coleford, • GRCC neighbourhood planning workshop 6/6/18 at Highnam • Invitation to Youth Services meeting at FoDDC 14/5/18 • Announcement of a new chief executive of 2gether Trust and Gloucestershire Care Services. • Next SLCC (Society of Local Council Clerks) meeting: 17/5/18 at Churchdown • GAPTC AGM 21/7/18 and invitation for resolutions by 11/5/18 • Various news, promotional and marketing emails not of relevance on this occasion. 	GT
12 12.18/19	Clerk's Report	<ul style="list-style-type: none"> • The Clerk's Report for March was attached to the agenda for this meeting. There were no questions regarding the report. • The Clerk reported that due to time spent on financial reports this month she had not yet had time to make some recommendations to improve processes and compliance but would do this for next time. 	
13 13.18 /19	Councillors' reports and items for future agenda	<p>All councillors had covered any updates within previous agenda items.</p> <ul style="list-style-type: none"> • It was noted that the AGM would review and agree council policies. <p>ACTION: Clerk to circulate all policies to all councillors.</p>	MH

<p>14. 14.18/19</p>	<p>Public Forum</p>	<ul style="list-style-type: none"> • A parishioner raised the issue of insurance for grass-mowing at Playing Field. The councillors are confident that this is covered but will confirm via Cllr. Heys raising it at Friday's (6/4/18) Playing Fields Committee meeting. • A parishioner asked who would act as Vice-Chairman following Cllr. Collier's resignation. To be determined at the AGM on 2/5/18. • Alec Davis enquired as to who holds the deeds for the Memorial Hall and Playing Fields. ACTION: Cllr Heys to check files for a copy of the Playing Fields deeds; Cllr Thompson to ask Jonathan Thompson if he has a copy of Memorial Hall deeds. 	<p>RH/GT</p>
<p>15. 15.18/19</p>	<p>Date of next meeting</p>	<p>The next Parish Council Meeting will be: AGM: 7.00pm on Wednesday 2nd May 2018, followed <u>immediately</u> by the standard May Council Meeting.</p>	

Signed:.....Chairman.

Date:.....