

**ALVINGTON PARISH COUNCIL**  
**Minutes of the meeting held on Wednesday 2<sup>nd</sup> May 2018, 7.30pm**

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

ATTENDING Meg Humphries (Clerk) Cllr. Patrick Molyneux (GCC)  
 17 members of the Alec Davis Chris Shill  
 public, including: P Johnson Marg Harris  
 Ali Taylor Kayleigh Guest  
 Tom Lockyer John Wood  
 Chris Miles Keith Albon

No/Ref	Item/Notes	Action
1. 16.18/19	<b>Election of the Chairman and Vice-Chairman for 2018/9</b> <ul style="list-style-type: none"> <li>• Cllr Haslam was unanimously agreed as Chairman of the Council.</li> <li>• Cllr Heys was unanimously agreed as Vice-Chairman of the Council.</li> </ul>	
2. 17.18/19	<p><b>i) Delivery by the Chairman of the Council of their acceptance of office form:</b> Both Chairman Cllr Haslam's and Vice-Chairman Cllr Heys' signed acceptance of office forms were given to the Clerk.</p> <p><b>ii) Agree the Minutes</b> of the previous Annual Council Meeting (3/5/17) and previous Full Council Meeting (4/4/18). Both sets of minutes were agreed as a true record and signed accordingly.</p> <p><b>iii) To review delegation arrangements to committees, sub-committees, employees and other local authorities:</b>        Existing arrangements agreed as appropriate for civic year 2018/19.</p> <p><b>iv) To review the terms of reference for committees.</b> It was agreed that both committee terms of reference documents (Playing Field and NDP) were correct apart from membership details. <b>ACTION:</b> Cllr Heys to send updated Playing Field Committee information to Clerk and Alec Davis offered to send updated NDP Committee information to Clerk. Clerk to circulate updated documents in readiness for final approval at June meeting.</p> <p><b>v) To receive nominations to existing committees:</b></p> <ul style="list-style-type: none"> <li>○ NDP: Cllr Haslam to remain and Cllr Thompson to join.</li> <li>○ Playing Fields Committee: Cllr Heys to remain and Cllr Thompson to join.</li> <li>○ Also non-council A48 group: Cllr Haslam to remain.</li> <li>○ Non-council Memorial Hall committee: Cllr. Haslam to remain.</li> <li>○ Non-council 2 Rivers liaison work: Cllr Chidley to remain.</li> </ul> <p><b>vi) To appoint any new committees and related actions:</b>        It was agreed that there was no need for any new committees at this time.</p> <p><b>vii) To review and adopt appropriate standing orders and financial regulations:</b> Standing Orders adopted. Financial Regulations agreed as apparently still serviceable but it was agreed that they would be reviewed alongside the Standing Orders and amended where necessary before being approved at the June meeting. <b>ACTION:</b> Cllr Thompson to review</p>	<p style="text-align: center;"><b>RH; MH</b></p> <p style="text-align: center;"><b>GT</b></p>

	<p>and circulate a redraft of financial regulations for approval at the June meeting.</p> <p><b>viii) To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities.</b> None identified; no further action.</p> <p><b>ix) To review representation on or work with external bodies and arrangements for reporting back.</b> None identified; no further action.</p> <p><b>x) To review inventory of land and assets including buildings and office equipment:</b> Updates agreed as accurate for end of 2017/18 civic year.</p> <p><b>xi) To review and confirm arrangements for insurance cover in respect of all insured risks:</b> Existing arrangements agreed as adequate for civic year 2018/19.</p> <p><b>xii) To review the Council's and/or employees' memberships of other bodies:</b> The council agreed to keep membership of GAPTC and GPFA.</p> <p><b>xiii) To establish or review the Council's complaints procedure:</b> Agreed as appropriate once contact details updated. <b>ACTION:</b> Clerk to update contact details and recirculate for sign-off at June meeting.</p> <p><b>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.</b> It was agreed that the existing Publication Schedule was appropriate in the interim and that arrangements for handling and sharing data would be updated shortly in preparation for GDPR.</p> <p><b>xv) To establish or review the Council's policy for dealing with the press/media:</b> No such policy held at this time.</p> <p><b>xvi) To set the time and place of ordinary meetings of the Full Council for the year ahead:</b> All Wednesdays at 7.30pm at Alvington Memorial Hall: 6/6/18, 4/7/18, 5/9/18, 3/10/18, 7/11/18, 5/12/18, 6/2/19, 6/3/19, 3/4/19, 1/5/19. Also Parish Assembly 3/4/19 prior to April Full Council, and Annual Council meeting 1/5/19 prior to May Full Council.</p>	<b>MH</b>
<p><b>3.</b> <b>18.18/19</b></p>	<p><b>To receive apologies for absence</b> None.</p>	
<p><b>4</b> <b>19.18/19</b></p>	<p><b>To note declarations of interest</b> None.</p>	
<p><b>5.</b> <b>20.18/19</b></p>	<p><b>To receive any reports from the County &amp; District Cllrs (for information)</b> Cllr Molyneux was in attendance and gave a report (see separate document) covering many topics, including the county council budget, spending priorities, highways matters, the new 'Growing Our Communities' fund. Cllr Molyneux then opened the floor to the villagers, who brought up the following issues:</p> <ul style="list-style-type: none"> <li>• Phone signal poor in the area (Cllr Molyneux aware and this matter is on GCC's radar)</li> <li>• Broadband is poor in the area (Cllr Molyneux aware and this matter is on GCC's radar)</li> <li>• Poor quality of pothole repairs (Cllr Molyneux aware and this matter is on GCC's radar and the contractor is to be changed soon, and also recommended the parish has a conversation with Brian Watkins of GCC.)</li> </ul>	

	<ul style="list-style-type: none"> <li>• There was a lively two-way discussion on the possibility of a Lydney-to-Sharpness bridge by c.2050. The idea is in very early stages and conceptual at present. The Chepstow Bypass (more certain and a shorter timescale) was also discussed.</li> <li>• Poor bus service - only 3 buses per day from Alvington into the central/west Forest. (Cllr Molyneux said that he would look into this and also suggested that Dial-a-Ride may address some of the need, and reminded the meeting that it serves all ages and sectors of the community.)</li> </ul> <p>The council thanked Cllr Molyneux for attending the meeting.</p>	
6. 21.18/19	<p><b>To consider and vote on the co-option of a parish councillor to fill existing vacancy.</b></p> <ul style="list-style-type: none"> <li>• One application for the councillor vacancy was received from Mr Christopher Miles. The council agreed unanimously to co-opt Chris. Cllr Miles completed his Declaration of Acceptance of Office form and delivered this to the Clerk.</li> <li>• A villager expressed at interest in the vacancy at the meeting but had not applied as was not aware of the vacancy. The council assured Mr Johnson that they welcomed his interest in the future.</li> <li>•</li> </ul>	
7. 22.18/19	<p><b>To consider installing a defibrillator in the village and agree next steps if applicable.</b></p> <p>A villager in attendance offered to fundraise by going door-to-door and reminded the meeting that a fellow villager had previously offered to do a skydive to raise funds. Next steps agreed as: <b>ACTION:</b> Cllr Haslam to accept a villager's previous offer of fundraising through a skydive; <b>ACTION:</b> Clerk to begin procurement process and apply for defibrillator funding from FoDDC.</p>	MH
8. 23.18/19	<p><b>To receive an update on electrical investigative works to the telephone kiosk.</b></p> <p>Cllr. Haslam reported that an electrician had investigated the issue and would return to repair, with no labour costs and potentially a small cost for a part.</p>	
9. 24.18/19	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• <b>P0437/18/FUL: To ratify the decision of no objections, agreed via email.</b> Summer Breeze Clanna Lane Alvington Lydney Gloucestershire GL15 6AF: Erection of an agricultural building for the storage of agricultural machinery. (Part Retrospective). The council's decision was ratified.</li> <li>• <b>To consider any new planning applications and agree any objections and comments: P0593/18/APP:</b> The Knapp, Knapp Lane GL15 6BJ: Approval of reserved matters (Layout) of outline permission (P1543/13/OUT) for the erection of one dwelling. It was agreed that the council had no objections to the specifics of this application.</li> <li>• <b>To receive any progress reports on local planning matters:</b> Prompted by parish council request, FoDDC are investigating the impact of the derelict shop on the main road and will update the</li> </ul>	



<p><b>13</b> <b>28.18/19</b></p>	<p><b>NDP</b></p> <ul style="list-style-type: none"> <li>• <b>To receive an update on the progress of Alvington NDP:</b> No NDP meeting since the last council meeting. The quotes for HRA screening and Basic Conditions/Consultation Statement were higher than anticipated but acceptable.</li> <li>• <b>To agree timescales, actions and advert pricing for the next village newsletter:</b> ACTION: Clerk to liaise with current/previous advertisers.</li> </ul>																															
<p><b>14</b> <b>29.18/19</b></p>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• The following payments were approved and cheques signed:</li> </ul> <table border="1" data-bbox="379 542 1315 1093"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Meg Humphries</td> <td>Salary – April</td> <td>246.46</td> </tr> <tr> <td>Meg Humphries</td> <td>Expenses – April</td> <td>46.60</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog waste collections – April</td> <td>30.00</td> </tr> <tr> <td>GAPTC</td> <td>Agendas and Minutes training 7/3 and Clerks 1 training 19/4</td> <td>70.00</td> </tr> <tr> <td>Alan Haslam</td> <td>Reimbursement for stationery – Council</td> <td>32.75</td> </tr> <tr> <td>Richard Heys</td> <td>Reimbursement for gravel (for playing field gateway)</td> <td>8.89</td> </tr> <tr> <td>Chris Shill</td> <td>Reimbursement for paint for interior of bus shelter.</td> <td>25.42</td> </tr> <tr> <td>Playsafety Ltd</td> <td>Annual play equipment inspection</td> <td>79.80</td> </tr> <tr> <td>Centigen</td> <td>A48 verges brushcutting 10.4.18</td> <td>30.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• <b>To consider the 2018/19 budget in light of councillors' suggestions and queries, and in light of final figures for 2017/18 civic year:</b> Cllr. Heys has been working on the budget and will adjust this again in light of change of arrangements for churchyard. Finance spreadsheet will be finalised as soon as possible. <i>[At this point, Chairman, approved an extension of meeting duration to 2.5 hours, until 10pm.]</i></li> </ul>	TO WHOM	DETAILS	TOTAL	Meg Humphries	Salary – April	246.46	Meg Humphries	Expenses – April	46.60	Merlin Waste	Dog waste collections – April	30.00	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 (for playing field gateway)	8.89	Chris Shill	Reimbursement for paint for interior of bus shelter.	25.42	Playsafety Ltd	Annual play equipment inspection	79.80	Centigen	A48 verges brushcutting 10.4.18	30.00	
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<p><b>15</b> <b>30.18/19</b></p>	<p><b>Correspondence for information</b> <i>[Circulated to councillors throughout the month and listed in 'Correspondence for information' document.]</i></p>																															
<p><b>16</b> <b>31.18/19</b></p>	<p><b>Clerk's Report</b></p> <ul style="list-style-type: none"> <li>• <b>To accept the Clerk's Report, including recommendations following recent training.</b> All accepted.</li> <li>• <b>To consider annual increase in Clerk's hourly rate (see Clerk's Report):</b> Approved. <b>ACTION:</b> Clerk to advise PATA Payroll.</li> <li>• <b>To consider a request for Clerk's annual leave:</b> Approved. Clerk will carry over 9 hours' annual leave from previous civic year and will take one week (6 hours) of annual leave during week commencing 28/5/18.</li> <li>• <b>To receive an update on GDPR actions and recommendations from Clerk and Cllr. Heys:</b> Following</li> </ul>	<p><b>MH</b></p>																														

	<p>various communications and discussions with other organisations, the following actions were agreed:</p> <ul style="list-style-type: none"> <li>- Former cllrs to be contacted to notify that the council holds their data.</li> <li>- Notices to be placed on notice board and website</li> <li>- Proper document retention to be implemented, including disposal of items no longer justifiably retained. (Summer project led by Clerk)</li> <li>- Councillors to have their own dedicated council email addresses</li> <li>- Clerk to look into cloud storage for key council documents.</li> </ul> <p><b><u>ACTION:</u></b> Clerk to progress all of the above.</p>	MH
17 32.18/19	<p><b>Councillors' reports and items for future agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Playing Field Fence:</b> Cllr Heys raised the issue of the fence, which was in a poor condition and was the responsibility of the council. <b><u>ACTION:</u></b> Clerk to add to the agenda for the June Council Meeting.</li> <li>• <b>Pavilion:</b> Cllr Heys reported that the architect had been appointed as agreed and that he and Chris Shill would be meeting him on Friday 4<sup>th</sup> May for setup meeting.</li> <li>• <b>St Andrew's Churchyard:</b> Cllr. Haslam reported that the fallen tree in the churchyard had been removed.</li> <li>• <b>Two Rivers Play Area:</b> Cllr. Chidley reported that Two Rivers wanted to include the allotment area in the lease to the council. Lease would be for 5 years initially with a view to continuing if area was properly maintained by the council. Two Rivers staff may be able to assist with community work as the company's remit involves this. On 29/5 Cllr. Chidley and Two Rivers' community engagement officer will be consulting villagers on the play area.</li> </ul>	MH
18. 33.18/19	<p><b>Public forum</b></p> <ul style="list-style-type: none"> <li>• Dangerous footpath on Clanna Lane and numerous potholes. Cllr Chidley confirmed that she was looking into this and had chased Highways many times and would continue to do so.</li> <li>• Speeding 4x4 on Garlands Road. Clerk to email PCSO to make them aware / seek advice.</li> <li>• The meeting thanked Chris Shill for the much improved interior of the bus shelter.</li> </ul>	
19. 34.18/19	<p><b>Date of next meeting</b></p> <p>The next Parish Council Meeting will be on Wednesday 6<sup>th</sup> June 7.30pm in the Memorial Hall.</p>	

Meeting closed: 10 pm.

Signed:.....Chairman.

Date:.....