

**ALVINGTON PARISH COUNCIL**  
**Minutes of the meeting held on Wednesday 4<sup>th</sup> July 2018, 7.30pm**

PRESENT: Cllr. Alan Haslam (Chairman)  
 Cllr. Richard Heys (Vice-Chairman)  
 Cllr. Gail Thompson  
 Cllr. Chris Miles

ATTENDING Meg Humphries (Clerk)  
 4 members of the public: Ali Taylor  
 Chris Shill  
 Alec Davis

No/Ref	Item/Notes	Action
1. 52.18/19	<b>To receive apologies for absence</b> Cllr. Chidley sent her apologies, which were accepted.	
2. 53.18/19	<b>To note declarations of interest</b> None.	
3. 54.18/19	<b>To approve the accuracy of the minutes of the Full Council Meeting on 06/06/18 and Extraordinary Meeting on 30/06/18 (which took place to formally approve the Annual Return)</b> 06/06/18 minutes approved and signed by Cllr Haslam. 30/06/18 minutes approved and signed by Cllr Heys.	
4. 55.18/19	<b>Public forum</b> <ul style="list-style-type: none"> <li>• Verlie Eagles and Lorraine George wished to give their apologies.</li> <li>• Ali Taylor: As a one-off in the recent very hot weather, she reported that she had relocated her dog training class to a different area of the Playing Field in the interests of safety of the dogs and their owners. The area was not in use by anyone else at the time. The council supported this action and thanked Ali for informing them.</li> </ul>	
5. 56.18/19	<b>Planning</b> <ol style="list-style-type: none"> <li>a) <b>To agree any comments regarding P0759/18/FUL Rossilyn, Church Lane: Erection of a single storey extension.</b> It was agreed that no objections were to be raised, or comments to be forwarded.</li> <li>b) <b>To agree any comments regarding P0856/18/FUL Cotswold View, Church Lane: Single storey extension to kitchen to provide family/garden room.</b> It was agreed that no objections were to be raised, or comments to be forwarded.</li> <li>c) <b>To consider any other new planning applications and agree any objections and comments.</b> <b>P0002/18/FUL</b> Walnut Tree Cottage: Erection of a replacement dwelling with associated works (related to P0004/18/FUL). This application arrived shortly before the meeting. No consultation response agreed at the meeting but a more in-depth review of the plans would be conducted before the deadline and any further action taken as appropriate. <b>ACTION:</b> Cllr. Thompson and Cllr. Haslam to liaise with Jonathan Thompson about drainage ref Memorial Hall as this was a concern, as raised in previous correspondence about this property.</li> <li>d) <b>To receive any progress reports on local planning matters.</b></li> </ol>	<b>GT/AH</b>

	<p>Cllr. Haslam noted that the Allocations Plan inspector's report had now been published. The plan includes approximately 11 houses on a site in Clanna Road (allocation no AP81)</p>	
<p>6. 40.18/19</p>	<p><b>Village</b></p> <p>a) <b>To receive an update on the defibrillator installation project.</b> Clerk has made the application and is awaiting a decision from FoDDC. In light of FoDDC recommending a particular model and supplier the parish council agreed to establish the strength of FoDDC's due diligence in procuring the unit and if this proved satisfactory then the parish council would consider the usual three-quote procurement method redundant in this case. <b>ACTION:</b> Clerk to circulate FoDDC's response to all, and to progress the matter as determined by the response.</p> <p>b) <b>To receive an update on electrical repair works to the telephone kiosk.</b> Cllr Haslam is progressing the matter and intends to visit the kiosk to attempt a repair with Chris Shill in the coming months.</p> <p>c) <b>To revisit Two Rivers play area in light of lease discussions</b> Recent developments: Two Rivers do not intend the agreement to be legally binding. Clerk advised that this would present a potential risk financially and practically and suggested that the council consider awarding a grant to Two Rivers as an alternative. The council were satisfied that the risk level was low enough, and any resulting actions manageable enough, to continue with an informal lease, and so it was agreed that Cllr. Haslam would sign the lease once the lease had been amended from 'peppercorn' to £1 per year, for 5 years.</p>	<p>MH</p>
<p>7. 41.18/19</p>	<p><b>Playing Field</b></p> <p>a) <b>To receive an update on the plans for the pavilion</b> Cllr. Heys reported that the first plans (x3) had been presented by the architects and that the Playing Field Committee were now considering these. Meeting between PFC and architects taking place 5/7/18 to discuss.</p> <p>b) <b>To receive an update on agreed actions following the annual play equipment inspection report from 16/4/18.</b> Cllr Heys reported that all matters raised in the inspection had now been resolved, but that the need for the replacement of the tops of some of the beams had been identified while repairing the other elements, so Cllr. Heys was progressing this matter.</p> <p>c) <b>To consider replacing or repairing the Playing Field fence where in poor condition.</b> Cllr. Heys reported that he intended to put together a grant application for funding to do this.</p> <p>d) <b>To receive an update on the condition of the gangmower.</b> Gangmower is working well, as is the arrangement with the Cricket Club. The council expressed their appreciation for Nick Powell for leading the grass-cutting.</p> <p>e) <b>To approve purchase of dog fouling poster 10 x A3 posters and 10 x bin stickers for £45 + VAT (£54.00).</b></p>	

	<p>A full discussion of various options for deterrents took place, and it was agreed that the Clerk would look into the option of a bye law before a decision was taken. <b>ACTION:</b> Clerk to look into cost and process for instating a byelaw re dog fouling fines and to report back at the next meeting.</p> <p><b>f) To accept the GPFA assessment reports for the Playing Field and its play area.</b> The reports were accepted as an accurate reflection of the playing field facilities at the time of the visit.</p> <p><b>g) Arising: Lydney Under-10s</b> The team have expressed an interest in hiring the playing field. A discussion concerning parking and locations of various hirers took place. The council requested that a representative of each hirer meet to discuss how they might use the field simultaneously. <b>ACTION:</b> Clerk to put the three representatives in touch.</p> <p><b>h) Arising: Football pitch and car park improvements</b> Cllr Heys reported that he had researched costs and work needed to reclaim edge of playing field to ensure the football pitch was big enough to be considered full size. He intends to apply for funding for the work and will progress the matter over the summer.</p>	<b>MH</b>
<b>8. 57.18/19</b>	<p><b>Highways</b></p> <p><b>a) To approve quotation for installation of signage in the village.</b> Quotation of £450 was approved by council. £600 was budgeted initially so this frees up £150. <b>ACTION:</b> Clerk to give Highways the go-ahead for production and installation.</p> <p><b>b) Update on overgrown trees on Church Lane and Knapp Lane</b> Clerk had liaised with Highways, who will inspect both sites and carry out any work deemed necessary. Reportedly the parishioner who raised the issue has since carried out some pruning work to mitigate the issue.</p>	<b>MH</b>
<b>9. 58.18/19</b>	<p><b>NDP</b></p> <p><b>a) To receive an update on the progress of Alvington NDP</b> Cllr. Haslam provided an update:</p> <ul style="list-style-type: none"> <li>- Progressing well.</li> <li>- Cllr Haslam thanked Alec Davis for his hard work responding to the many queries from Kirkwells, who wrote the draft plan.</li> <li>- Alec has also collated data from the Clanna Park survey, which had a very good response rate and largely echoed the concerns of the rest of the village.</li> <li>- Plan will now be revised ready for community day in September.</li> <li>- Council noted the need for an August newsletter to advertise the community day.</li> </ul>	
<b>10. 59.18/19</b>	<p><b>Finance</b></p> <p><b>a) To approve payment of invoices and expenses from the past month</b> All payments approved and signed by Cllr. Thompson and Cllr. Heys. [<a href="#">Full list of payments</a>]</p> <p><b>b) To receive any notes on the internal audit for 2017/18</b> Clerk reported that the internal auditor was complimentary about the council's financial systems and processes. The annual return had been</p>	

	<p>approved and signed and uploaded as legally required. Members of the public have the right to inspect the council's accounts from 2<sup>nd</sup> July until 10<sup>th</sup> August.</p> <p><b>c) To consider applying for a community grant from FoDDC</b> In part, this matter was covered within Item 7, but Cllr. Heys also informed the council that any grant would be aimed at the Playing Field, as the other option – Two Rivers play area – could likely be funded by play-specific grants.</p>	
<b>11. 60.18/19</b>	<p><b>To note correspondence for information</b> A full <a href="#">list of correspondence</a> received by the council over the past month was circulated, published online and therefore taken as read. The council also noted an email sent out earlier today advertising the 'Know Your Patch' training series. <b>ACTION:</b> Cllr. Heys to review the course information and liaise with Cllr. Thompson, who has offered to attend if relevant.</p>	<b>RH</b>
<b>12. 61.18/19</b>	<p><b>Correspondence for information</b> <i>[Circulated to councillors throughout the month and listed in '<a href="#">Correspondence for information</a>' document.]</i></p> <ul style="list-style-type: none"> <li>It was noted that there had been meetings considering the provision of youth services across the district. It was agreed that the council would keep a watching brief with the possibility of considering contribution of some kind in the future.</li> </ul>	
<b>13. 62.18/19</b>	<p><b>Clerk's Report</b> <b>a) To accept the <a href="#">Clerk's Report</a></b> Accepted, and 3 Clerk requests agreed as follows: a: already in place within financial regs (spends of up to £250) and supported by current council; b: Agreed; c: Agreed. <b>ACTION:</b> Clerk to progress as needed.</p> <p><b>b) Data protection project: to agree a go-live date for new email addresses</b> Setting of a date was deferred until the September meeting.</p> <p><b>c) Policies:</b> <b>To officially approve the updated policies as follows:</b></p> <ul style="list-style-type: none"> <li>- Code of Conduct: Agreed and adopted.</li> <li>- Publication Scheme: Agreed and adopted.</li> <li>- Complaints Policy: Agreed and adopted.</li> </ul> <p><b>To officially adopt the new policies as follows:</b></p> <ul style="list-style-type: none"> <li>- Grievance Policy: Agreed and adopted</li> <li>- Disciplinary Policy: Agreed and adopted</li> <li>- Risk Management Policy: Some amendments were agreed; to be approved and adopted at the September meeting.</li> </ul> <p><b>ACTION:</b> Clerk to amend and circulate Risk Management Policy in advance of the next meeting.</p>	<b>MH</b>
<b>14. 63.18/19</b>	<p><b>Councillors' reports and items for future agendas</b></p> <p><b>Cllr. Haslam:</b></p> <ul style="list-style-type: none"> <li>- Memorial hall: gathering documentation to ensure funding applications in the future can be straightforward.</li> <li>- A parishioner has suggested a grass-cutting contractor to be considered as part of the next tendering process.</li> <li>- For September agenda: request for covering cost of repainting churchyard kissing gate by a volunteer. <b>ACTION:</b> Clerk to add this to September agenda.</li> </ul>	<b>MH</b>

	<ul style="list-style-type: none"> <li>- The drain cover at the bottom of Swan Hill has been fixed.</li> <li>- A villager has complained about long grass in a gateway in Garlands Road. Cllr Haslam has established that this area is maintained by FoDDC and has informed the villager.</li> </ul> <p><b>Cllr Thompson</b></p> <ul style="list-style-type: none"> <li>- Financial regulations have been reviewed and a draft will be circulated before the September meeting. Some discussion may be needed regarding choices of policy.</li> </ul> <p><b>Cllr Heys</b></p> <ul style="list-style-type: none"> <li>- 30<sup>th</sup> July is the deadline for the next REACR application and Cllr Heys will be applying for further pavilion funding from them.</li> <li>- The church may be applying for funding from REACR for further work to clock.</li> </ul>	
<p><b>15. 64.18/19</b></p>	<p><b>Date of next meeting</b> The next Parish Council Meeting is on Wednesday 5<sup>th</sup> September at 7.30pm in the Memorial Hall.</p>	

Meeting closed: 9.30pm

Signed:.....Chairman.                      Date:.....

