

ALVINGTON PARISH COUNCIL
Minutes of the meeting held on Wednesday 6th February 2019, 7.30pm

PRESENT: Cllr. Alan Haslam (Chairman)
 Cllr. Richard Heys (Vice-Chairman)
 Cllr. Lisa Chidley
 Cllr. Chris Miles

ATTENDING: Meg Humphries (Clerk)
 Cllr. Chris McFarling (FoDDC Environmental lead)
 Nick Powell
 Chris Shill
 Alec Davis
 Laraine George
 Tom Lockyer
 + 2 additional parishioners

No/ Ref	Item/Notes	Action
1. 126. 18/19	To receive apologies for absence. Cllr Thompson sent her apologies; accepted.	
2. 127. 18/19	To note declarations of interest. None.	
3. 128. 18/19	To approve the accuracy of the minutes of the Full Council Meeting on 05.12.18: Approved and signed by Cllr Haslam.	
4. 129. 18/19	To receive/note any reports from county and district councillors for the parish Cllr Chris McFarling was in attendance in order to give an update on P1772/18/APP (erection of 11 dwellings off Clanna Road) in reference to sustainable infrastructure including the following key points: <ul style="list-style-type: none"> • Cllr McFarling is liaising with GCC and FoDDC, and the county flooding engineer to ensure flood attenuation and drainage are satisfactory. This might involve adding a treeline and bund to further mitigate flooding. • Any enforcement following the failure of such systems would be against the landowner rather than any agency or association. • Cllr McFarling confirmed that the capacity of the existing village culverts had already been breached. • A strong and specific drainage strategy needs to be in place before any building work commences. • The flooding engineer and Cllr McFarling are now putting pressure on GCC to give their attention to this site as a priority. • S106 monies could be drawn down to help cover the costs of flooding attenuation; naturally this could impact on available funds for other infrastructure improvements. 	
5. 130. 18/19	Public forum Chris Shill: <ul style="list-style-type: none"> • Wished everyone a happy new year. • Sign knocked down by The Swan – a new one ordered and on the way. Alec Davis: <ul style="list-style-type: none"> • Flower baskets – request for the council to consider installing flower baskets if budget allows. Noted. • Clanna Lane hazardous parking – suggested bollards to stop parking that obscures motorists' vision. • Drug transfers/activity in Sports Field car park – a resident has taken a photo of number plates but has not yet reported these; to be covered under item 8. 	

	<ul style="list-style-type: none"> • Two Rivers garages – apparently Two Rivers not currently renting these out due to being in an ‘unusable’ condition. • Concerned about the siting of an extension in the village leading to the property boundary falling over Highways-owned land. <p>Larraine George:</p> <ul style="list-style-type: none"> • Unlawful parking on Garlands Road by a new tenant, blocking pavement and damaging the grass verge. • Clanna Lane sign – queried why this had been moved; short discussion over delineation of lane/road. <p>Tom Lockyer:</p> <ul style="list-style-type: none"> • Warned of suspicious double glazing company cold-calling in the area who wouldn’t give their name and were keen to book an appointment, wanting to know if the occupier would be in at the time. ACTION: Clerk to notify Neighbourhood Watch and PCSO. 	MH
6. 131. 18/19	<p>Planning</p> <p>a) To note any consultation response to: P0006/19/FUL, Park Farm, Clanna Lane, Alvington, Lydney, Conversion of agricultural outbuilding to residential dwelling with associated landscaping, driveway and ancillary works. No comment to be submitted.</p> <p>b) To consider a consultation response to DF15007 P1772/18/APP: Land Off Clanna Road Alvington: Approval of Reserved Matters for the development of 11 dwellings with new access created on to Clanna Road (appearance, landscaping, layout and scale) The council agreed to submitting an objection on grounds of flooding mitigation strategy not yet being satisfactory, and attaching to the objection a copy of the letter referenced below in item 6c. ACTION: Clerk to write objection letter to this effect.</p> <p>c) To approve letter to Severn Trent regarding drainage concerns in light of P1772/18/APP planning application for 11 dwellings off Clanna. Approved with Cllr Heys’ suggested addition ref level of development since sewers installed in 1963. ACTION: Clerk to amend and send letter.</p> <p>d) To receive any progress reports on local planning matters including withdrawal of application for Cross Stores. Council noted that the application had been withdrawn; Clerk unable to ascertain whether the owner intends to submit a revised application. As such, it was agreed that the Clerk will contact FoDDC Enforcement team again to request engagement with the matter once more. ACTION: Clerk to contact Enforcement as suggested.</p>	MH MH MH
7. 132. 18/19	<p>Village</p> <p>a) To receive an update on the defibrillator installation project and to discuss and agree defibrillator training arrangements. Cllr Haslam has drafted a flyer to advertise Bonnie’s skydive to help fund the unit; ACTION: Cllr Miles to complete the flyers and arrange distribution – cost of £50 agreed. ACTION: it was agreed that the Clerk will arrange Cardiac Science defibrillator training for a weekend in late March. Cllr Haslam has applied for funding from local company Renishaw to help cover additional defib costs.</p> <p>b) To approve the addition of the defibrillator to the council’s insurance asset list. Agreed; cost per year around £13.</p> <p>c) To consider quotation for repair of failing light in the phone kiosk: £439.00. Noted and to be considered for next year’s budget. ACTION: Clerk to obtain two further quotes for comparison.</p> <p>d) To consider cost of ‘Defibrillator’ sign for kiosk: indicative price £82.08 inc. VAT (£13.68). Agreed. ACTION: Clerk to place the order.</p> <p>e) To receive an update on the Pocket Parks bids: Sports Field and Garlands Road respectively. Cllr Heys gave a brief update. The council has applied for two ‘Pocket Parks’, i.e. the renewal of two small patches of green space with play equipment – Sports Field and Garlands Road play area. Outcome expected this month; would need to be installed by the end of March. Cllr Heys has met with one play equipment supplier and is due to meet with another in early March. Total bid is for £17k; the remaining amount</p>	CM MH MH MH

	<p>required for the parks would be gained through funding from other bodies, and parish council reserves as a last resort.</p> <p>f) To note a reply received from FoDDC regarding bonfire complaint. FoDDC will be writing to the occupier requesting that they stop.</p> <p>g) To note a reply received from FoDDC Planning regarding Motocross noise and earthworks complaints. FoDDC taking no further action at this time.</p>	
8. 133. 18/19	<p>Sports Field</p> <p>a) To receive an update on the pavilion project. Cllr Heys presented updated plans for the pavilion building, which were received positively by councillors and public alike and were approved by the council. Funding-wise, it is hoped that REACR bids will cover up to (but not including) building regulations application, and the plan is then to attract funding from one or more of FA, Premiere League, Gloucestershire Cricket, Barnwood Trust. There is also the possibility of running a village lottery if this would offer sufficient return on investment (of time and fees).</p> <p>b) To receive an update on Western Power Distribution works to trees on the Sports Field. Cllr Heys, Cllr Miles and Chris Shill met with the contractor to receive details of proposals; contractor is also happy to carry out some additional works (requested by parish council) to trees onsite at no charge.</p> <p>c) To receive an update on planning for a community event summer 2019 for pavilion fundraising. Cllr Heys called for volunteers to help with the day. A date will be set soon.</p> <p>d) To consider ways to mitigate antisocial behaviour and drug use in the Sports Field car park as reported by eyewitnesses. Numerous eyewitness reports of this, plus a significant amount of drug-associated litter. ACTION: Clerk to notify police team. Cllr Heys reported that as part of the improvements to the Sports Field the plan was to fit a car park gate (with kissing gate to allow pedestrians to enter).</p> <p>e) To receive any reports on other Sports Field matters. None.</p>	MH
9. 134. 18/19	<p>Churchyard:</p> <p>a) To receive an update on tree management activities in the churchyard. Cllr Heys and Cllr Miles pruned the tree at the back of the church; contractor required for the work that involves pruning at a height. ACTION: Clerk to identify companies and request quotations from three.</p> <p>b) To receive an update on Western Power Distribution works to trees in churchyard. Cllr Heys, Cllr Miles and Chris Shill met contractor to receive details of proposed essential work. The councillors asked about additional tree work in the churchyard, but contractor declined.</p> <p>c) To receive any reports on other churchyard matters. Kissing gate has been repainted, and the council and public commented on the high-quality workmanship. Area around the gate is muddy. ACTION: Cllr Heys to place more gravel underneath. Stone plinth had spun around somehow; ACTION: Cllr Heys to contact family to explore restoration options.</p>	MH RH RH
10. 135. 18/19	<p>Highways: to receive any updates on Highways matters</p> <ul style="list-style-type: none"> • Cllr Haslam noted that there were still some significant potholes on the A48 though some side-road potholes had now been dealt with. • Broken manhole cover by 2 Tudor Cottages. ACTION: Clerk to notify Highways. • Concerns over trees on Swan Hill leaning towards road. ACTION: Clerk to raise the concern with Highways. 	MH MH
11. 136. 18/19	<p>NDP: to receive an update on the progress of Alvington NDP</p> <ul style="list-style-type: none"> • The next meeting is Monday 11th February at 10.30am; Cllr Haslam gave his apologies. • The maps have been updated. A meeting with the Wildlife Trust has been scheduled for Tuesday 12th February. • A six-week consultation will commence shortly (dates TBC). • ACTION: Clerk to notify Alastair Chapman (FoDDC sustainability lead) that the group are close to submitting the plan. 	MH

12. 137. 18/19	<p>Finance To ratify routine and pre-approved payments made in January. Approved:</p> <table border="1"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Monument Geomatics Ltd</td> <td>Topographical Survey for Pavilion project</td> <td>465.00</td> </tr> <tr> <td>Monument Geomatics Ltd</td> <td>VAT associated w/ payment on CHQ824 above</td> <td>93.00</td> </tr> <tr> <td>Alvington Memorial Hall</td> <td>Hall hire for NDP meetings July-Nov 2018</td> <td>144.00</td> </tr> <tr> <td>SmartWater</td> <td>SmartWater renewal 2019-20</td> <td>36.00</td> </tr> <tr> <td>Meg Humphries</td> <td>Clerk Salary December 2018</td> <td>262.01</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog waste bins December 2018</td> <td>30.00</td> </tr> <tr> <td>PATA UK</td> <td>Payroll Services Oct-Dec 2018</td> <td>22.50</td> </tr> <tr> <td>PATA UK</td> <td>Payroll Services July-Sept 2018</td> <td>22.50</td> </tr> <tr> <td>Meg Humphries</td> <td>Clerk Expenses Nov-Dec 2018</td> <td>34.51</td> </tr> </tbody> </table> <p>b) To approve payment of invoices and expenses from the past month. The following were checked and signed by Cllr Heys and Cllr Miles:</p> <table border="1"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Meg Humphries</td> <td>Clerk Salary January 2019</td> <td>262.01</td> </tr> <tr> <td>Merlin Waste</td> <td>Dog waste bins January 2019</td> <td>30.00</td> </tr> <tr> <td>E P Smooker</td> <td>Churchyard kissing gate restoration materials reimbursement ref: EXP007</td> <td>£25.00</td> </tr> <tr> <td>Alec Davies</td> <td>NDP reimbursement – printer cartridges ref: EXP008</td> <td>£92.36</td> </tr> <tr> <td>A R Website Design</td> <td>Website Hosting Renewal 27/01/2019 - 26/01/2020</td> <td>£85.00</td> </tr> <tr> <td>ARH Electrical</td> <td>Installation of defibrillator</td> <td>£185.00</td> </tr> <tr> <td>Liddell + Associates</td> <td>First phase of Pavilion project: sketch layouts</td> <td>£2,700.00</td> </tr> </tbody> </table> <p>c) To note the receipt of any income since the last meeting:</p> <table border="1"> <thead> <tr> <th>Date received</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">From 24th November 2018 to 28th January 2019</td> </tr> <tr> <td>26/11/2018</td> <td>Taurus Crafts newsletter ads Summer/Late Summer editions</td> <td>£50.00</td> </tr> <tr> <td>10/12/2018</td> <td>Bank Interest</td> <td>£0.55</td> </tr> <tr> <td>09/01/2019</td> <td>Bank Interest</td> <td>£0.53</td> </tr> <tr> <td>24/01/2019</td> <td>SWM / Space Station newsletter ads winter edition</td> <td>£50.00</td> </tr> </tbody> </table> <p>d) To note the taxbase and amount per Band D property: Annual cost per household in 2019-20 per Band D property is £39.32. Last year £35.63. To consider the need for a value-for-money statement in the next newsletter. Noted; it was agreed that a notice would go in the next newsletter.</p> <p>e) To note the progress of online banking access for Clerk – complete. Noted – Clerk can now view balances and transactions online in real time.</p> <p>f) To approve the Bank Reconciliation for Q3 of 2018-19. Approved; signed by Cllr Haslam.</p> <p>g) To approve internal audit arrangements and costs for 2018-19. Shirley Fowler happy to do again at £55, same cost as last year. Approved. ACTION: Clerk to arrange audit.</p>	TO WHOM	DETAILS	AMOUNT	Monument Geomatics Ltd	Topographical Survey for Pavilion project	465.00	Monument Geomatics Ltd	VAT associated w/ payment on CHQ824 above	93.00	Alvington Memorial Hall	Hall hire for NDP meetings July-Nov 2018	144.00	SmartWater	SmartWater renewal 2019-20	36.00	Meg Humphries	Clerk Salary December 2018	262.01	Merlin Waste	Dog waste bins December 2018	30.00	PATA UK	Payroll Services Oct-Dec 2018	22.50	PATA UK	Payroll Services July-Sept 2018	22.50	Meg Humphries	Clerk Expenses Nov-Dec 2018	34.51	TO WHOM	DETAILS	AMOUNT	Meg Humphries	Clerk Salary January 2019	262.01	Merlin Waste	Dog waste bins January 2019	30.00	E P Smooker	Churchyard kissing gate restoration materials reimbursement ref: EXP007	£25.00	Alec Davies	NDP reimbursement – printer cartridges ref: EXP008	£92.36	A R Website Design	Website Hosting Renewal 27/01/2019 - 26/01/2020	£85.00	ARH Electrical	Installation of defibrillator	£185.00	Liddell + Associates	First phase of Pavilion project: sketch layouts	£2,700.00	Date received	Description	Amount	From 24th November 2018 to 28th January 2019			26/11/2018	Taurus Crafts newsletter ads Summer/Late Summer editions	£50.00	10/12/2018	Bank Interest	£0.55	09/01/2019	Bank Interest	£0.53	24/01/2019	SWM / Space Station newsletter ads winter edition	£50.00	MH
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<p>9.25 pm: At this point Cllr Haslam as Chairman proposed an extension of the meeting by 30 minutes in order to complete council business. The council unanimously agreed.</p>																																																																										
13. 138. 18/19	<p>To note correspondence for information</p> <ul style="list-style-type: none"> All items on correspondence list noted. Neighbourhood Watch meeting notice – Tues 5th March 7pm in Lydney Town Hall. 																																																																									

	<p>ACTION: Cllr Miles to attend and report back.</p> <ul style="list-style-type: none"> FoDDC looking for new development sites. Noted. 	CM
14. 123. 18/19	<p>Clerk's Report To receive the Clerk's Report.</p> <ul style="list-style-type: none"> Noted. Queries: email accounts: ACTION: Clerk to get an idea of cost from specialist company in order to resolve issues. Query: Faulty play equipment: ongoing. 	MH
15. 139. 18/19	<p>Councillors' reports and items for future agendas Cllr Heys:</p> <ul style="list-style-type: none"> Brief report on Woolaston Primary School, where he is a governor: Ofsted recently awarded it 'good' status and will return in c. 2 years to check in. The plan is for the school to return to the top 10-15% nationally. The school has a new head and deputy, both of whom are working very hard. Cllr Heys stated that maintaining a 'good' in the difficult climate was a testament to the quality of the school. <p>Cllr Haslam:</p> <ul style="list-style-type: none"> Request for memorial bench on Sports Field from local family. ACTION: Cllr Haslam and Clerk to continue to progress. 	AH/MH
16. 140. 18/19	<p>To note the date of the next Full Council meeting: Wednesday 6th March 2019 at 7.30pm in the Memorial Hall. Noted.</p> <p>Civic year 2019-20 meeting dates agreed as follows:</p> <p>Parish Assembly Meeting / April Full Council Meeting: 7.30pm at Memorial Hall on Wednesday 3rd April 2019</p> <p>Annual Council Meeting / May Full Council Meeting: 7.30pm at Memorial Hall on Wednesday 8th May 2019</p> <p>June Full Council Meeting 7.30pm at Memorial Hall on Wednesday 5th June 2019</p> <p>July Full Council Meeting 7.30pm at Memorial Hall on Wednesday 3rd July 2019</p> <p>(No August meeting)</p> <p>September Full Council Meeting 7.30pm at Memorial Hall on Wednesday 4th September 2019</p> <p>October Full Council Meeting 7.30pm at Memorial Hall on Wednesday 2nd October 2019</p> <p>November Full Council Meeting 7.30pm at Memorial Hall on Wednesday 6th November 2019</p> <p>December Full Council Meeting 7.30pm at Memorial Hall on Wednesday 4th December 2019</p> <p>(No January meeting)</p> <p>February Full Council Meeting 7.30pm at Memorial Hall on Wednesday 5th February 2019</p> <p>March Full Council Meeting 7.30pm at Memorial Hall on Wednesday 5th March 2019</p>	

Meeting closed: 10pm.

Signed:.....Chairman.

Date:.....