

ALVINGTON PARISH COUNCIL

Thursday 2nd May 2019

To all members of the Council

You are hereby summoned to attend the Annual Council Meeting of Alvington Parish Council at Alvington Memorial Hall on Wednesday 8th May 2019 at 7.30 p.m. for the purpose of transacting the following business. **N.B.:** When viewing the agenda online, items underlined provide a hyperlink to the relevant document(s), and there is a [Meeting Pack](#), which contains further information on items followed by an asterisk (*).



Ms Meg Humphries Clerk to the Council

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights.

Agenda for Alvington Annual Council Meeting and Monthly Full Council Meeting To be held at Alvington Memorial Hall from 7.30 p.m. on Wednesday 8th May 2019

Annual Council Meeting:

- 1. Election of the Chairman and Vice-Chair for 2019-20**
- 2. Annual Meeting agenda items from standing orders:**
 - i. Delivery by the Chairman/Vice Chairman of the Council of their acceptance of office form
 - ii. To approve the [minutes of the 2018 Annual Council Meeting](#)
 - iii. To review delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iv. To review the terms of reference for committees. [[NDP Committee ToR](#) and [Sports Field ToR](#)]
 - v. To receive nominations to existing committees.
 - vi. To appoint any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vii. To review and adopt appropriate [standing orders](#) and [financial regulations](#).
 - viii. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities.
 - ix. To review representation on or work with external bodies and arrangements for reporting back.
 - x. To review [Asset Register](#), the inventory of land and assets including buildings and office equipment.
 - xi. To review and confirm arrangements for insurance cover in respect of all insured risks.
 - xii. To review the Council's and/or employees' memberships of other bodies.
 - xiii. To review the Council's [complaints policy](#).
 - xiv. To establish or review the Council's [Data Protection and Privacy Policy](#), including procedures for handling requests for an individual's personal data.
 - xv. To establish or review the Council's policy for dealing with the press/media
 - xvi. To note the time and place of ordinary meetings of the Full Council for the year ahead.*
- 3. To receive apologies for absence**
- 4. To note declarations of interest relating to the agenda**
- 5. To approve the accuracy of the [minutes of the Full Council Meeting on 03.04.19](#)**
- 6. To receive/note any reports county and district councillors for the parish**
- 7. Public forum**
- 8. Planning**
 - a) P0412/19/FUL: Cherry Trees, Knapp Lane, Alvington, Lydney: Erection of a single storey rear extension, construction of decking area, internal alterations and associated works. To consider the application and agree any representation.
 - b) To receive any updates from FoDDG Enforcement regarding concerns over

development of Colne Mill*

- c) To receive any progress reports on local planning matters.

9. Village

- a) To receive an update on the defibrillator fundraising
- b) To receive an update on the Pocket Parks bids: Sports Field and Garlands Road respectively, including arrangements for safety inspection.
- c) To note developments in flood mitigation via correspondence from DCllr Chris McFarling*

10. Sports Field

- a) To receive an update on the pavilion project
- b) To receive an update on planning for a community event 30/06/19 and any other events/activities
- c) To receive an update on tackling antisocial behaviour and drug use in the Sports Field car park including any updates on gate installation.
- d) To receive any reports on other Sports Field matters.

11. Churchyard

- a) To receive an update on tree management activities in the churchyard
- b) To receive an update on unstable gravestone issue
- c) To receive any reports on other churchyard matters

12. Highways

- a) Clanna Road/A48 junction: To note responses from Highways and from Police regarding improving the safety*
- b) To receive any updates on Highways matters including antisocial parking in Garlands Road having chased up with TRH

13. NDP

- a) To receive an update on the progress of Alvington NDP (Chair)

14. Finance

- a) Audit: To approve the [draft Annual Governance and Accountability Return Part 2, Asset Register](#) and any other arrangements relating to the annual financial audit.
- b) Bank Reconciliation: to approve the 2018-19 [Quarter 4 Bank Reconciliation](#) against the bank statements
- c) To approve payment of [invoices and expenses from the past month](#)
- d) To note the [receipt of any income since the last meeting](#)

15. To note [correspondence for information](#)

16. Council

- a) To consider implications and tasks involved in reinstating the parish council Facebook page and agree any initial actions.

17. To receive the [Clerk's Report](#)

- A police officer intends to come to our 3rd July meeting to give an update on local matters and to discuss community concerns.

18. To receive councillors' reports and items for future agenda.

19. To note the date of the next Full Council meeting: Wednesday 4th June 2019 at 7.30pm in the Memorial Hall.