

ALVINGTON PARISH COUNCIL
Minutes of the meeting held on Wednesday 8th May 2019, 7.30pm

PRESENT: Cllr. Alan Haslam
 (Chairman)
 Cllr. Lisa Chidley
 Cllr. Gail Thompson
 Cllr. Chris Miles

ATTENDING: Meg Humphries (Clerk) Kayleigh Guest
 Chris Shill Tom Lockyer
 Nick Powell Alec Davis
 John Wood DCllr Chris McFarling
 Marg Harris CCllr Patrick Molyneux, 7.45-8.15pm

No/ Ref	Item/Notes	Action
1. 026. 19/20	<p>Election of the Chairman and Vice-Chair for 2019-20 Cllr Alan Haslam stated that he wished to stand; there were no others standing. He was proposed by Cllr Miles and seconded by Cllr Thompson, and elected as Chairman unanimously. Cllr Richard Heys was absent but had declared in writing that he wished to stand; there were no others standing. Cllr Haslam proposed and Cllr Miles seconded. Cllr. Heys was elected as Vice-Chair unanimously.</p>	
2. 027 19/20	<p>Annual Meeting agenda items from standing orders: i. Delivery by the Chairman/Vice Chairman of the Council of their acceptance of office form. Cllr Haslam completed his form and Cllr Heys will be asked to do so at the next meeting he attends; all other councillors completed their acceptance forms too, as required post-election. ii. To approve the minutes of the 2018 Annual Council Meeting. Approved and signed by Cllr. Haslam. iii. To review delegation arrangements to committees, sub-committees, employees and other local authorities. NDP: Cllr Haslam as Chair; Sports Field – Cllr Heys – to confirm if he is happy to continue at June meeting; A48 meetings – Cllr Haslam; Memorial Hall – Cllr Haslam. This reflects arrangements in the previous year. iv. To review the terms of reference for committees. Both Sports Field Committee and NDP Committee terms of reference were agreed as acceptable and no changes needed other than changing ‘Playing Field’ to ‘Sports Field’. ACTION: Clerk to amend v. To receive nominations to existing committees. As above. 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. It was agreed that no additional committees were needed at this time. vii. To review and adopt appropriate standing orders and financial regulations. Clerk had circulated proposed updated Standing Orders with minimal changes to reflect latest national model. ACTION: Clerk to re-circulate for proposed adoption at June meeting. ACTION: Cllr Thompson to circulate updated Financial Regulations for approval at June meeting.</p>	<p>MH</p> <p>MH GT</p>

	<p>viii. To review arrangements, including any charters, with other local authorities and to review contributions made to expenditure incurred by other local authorities. There are no such arrangements at present; no further actions.</p> <p>ix. To review representation on or work with external bodies and arrangements for reporting back. See above – item 2iii. Any additional work and liaison is done informally via email on an ad hoc basis.</p> <p>x. To review Asset Register, the inventory of land and assets including buildings and office equipment. This was circulated by the clerk recently. Cllr Miles raised the question of whether faulty play equipment should now be removed from register. ACTION: Clerk to consult GAPTC in this regard.</p> <p>xi. To review and confirm arrangements for insurance cover in respect of all insured risks. Clerk advised that the current arrangements seem satisfactory. It was agreed that the council would seek three or more quotes prior to the next annual renewal to ensure value for money. ACTION: Clerk to seek three quotes prior to insurance renewal.</p> <p>xii. To review the Council’s and/or employees’ memberships of other bodies. The council holds memberships with GAPTC and GPFA; it was agreed that both memberships are very useful and that the council wished to maintain both.</p> <p>xiii. To review the Council’s complaints policy. Reviewed and no changes required.</p> <p>xiv. To establish or review the Council’s Data Protection and Privacy Policy, including procedures for handling requests for an individual’s personal data. ACTION: Clerk to re-circulate for proposed adoption at June meeting.</p> <p>xv. To establish or review the Council’s policy for dealing with the press/media. Clerk advised that there is no such policy in place at the moment. ACTION: Clerk to seek a policy template and to circulate for proposed adoption at June meeting.</p> <p>xvi. To note the time and place of ordinary meetings of the Full Council for the year ahead. These were noted as the first Wednesday of the month at 7.30pm in the Memorial Hall, apart from in the months of August and January. Dates can be found online at www.alvingtonvillage.org</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>
<p>3. 028 19/20</p>	<p>To receive apologies for absence Cllr Richard Heys sent his apologies due to a work trip; accepted.</p>	
<p>4. 029 19/20</p>	<p>To note declarations of interest relating to the agenda. None.</p>	
<p>5. 030 19/20</p>	<p>To approve the accuracy of the minutes of the Full Council Meeting on 03.04.19. Approved and signed by Cllr Haslam.</p>	
<p>6. 031 19/20</p>	<p>To receive/note any reports county and district councillors for the parish. CCllr Molyneux</p> <ul style="list-style-type: none"> • Congratulated DCllr Chris McFarling on being elected as district councillor for St Briavels and Aylburton. • GCC AGM is in a few weeks. • GCC Children’s Services issue (poor Ofsted reports in recent years) is ongoing. • Lengthsman scheme – now open for applications (Lengthsman provided to every county council member free of charge on a rotational basis). ACTION: Cllrs and Clerk to consider areas of road that may benefit. 	<p>ALL</p>

	<ul style="list-style-type: none"> • CCllr Molyneux is discussing Highways matters with Brian Watkins very soon and therefore it is a good time to raise any issues. • Chepstow bypass scheme – this is progressing. Newport bypass may be scrapped, which is good news for Chepstow bypass. A discussion with members of the public ensued about the long timescale and unfortunate news of Newport bypass potentially not going ahead. There was then a discussion on new housing and the demands put on roads as a result; CCllr Molyneux stressed the importance of CIL/S106 monies, though he acknowledged the downsides too. <p>DCllr Chris McFarling</p> <ul style="list-style-type: none"> • Thanked Cllr Molyneux for standing with him and is looking forward to working with him as GCC and FoDDC members. • As incoming district councillor, noted the following as key issues: <ul style="list-style-type: none"> - NDP - Clanna Road development - Pavilion (especially the need for fundraising) - Sewage issue at 2 Tudor Cottages (Update: DCllr McFarling met with Severn Trent and Laurence King (GCC flooding engineer). Laurence has made some suggestions that may resolve/improve. - A48 crossing - Clanna Park residency issue • 23/05 is the next FoDDC Full Council meeting. 	
<p>7. 032 19/20</p>	<p>Public forum</p> <ul style="list-style-type: none"> • Alec Davis: A48 crossing should be a condition of Clanna Road development. DCllr McFarling stated that the district council are hoping to hold the developer to this condition. • Viv Harris: police advice in the past has suggested that a crossing may be more dangerous than no crossing. • Chris Shill is still chasing Highways to get replacement village sign for next to Swan Tea Rooms. ACTION: Cllr Haslam to raise at the A48 meeting. • Several parishioners raised the sloping of the pavement outside the Blacksmith's Arms, which when combined with gravel makes a slip hazard. ACTION: Clerk to raise with Highways. • Kayleigh Guest: Pavements on Garlands Road car park area. Cllr Chidley has liaised with Penny from TRH about this and believes that TRH will improve the area soon in light of the installation of the new play equipment. DCllr McFarling asked for contact details so that he could also raise this with TRH. • John Wood: Vegetation along A48 footpaths is once again getting very long and needs cutting back. ACTION: Clerk to raise with Brian. Also the styles on Church Lane are all in poor repair; Alec Davis will contact his footpath contact at FoDDC. It was noted that the landowner is responsible for replacing styles. • Viv Harris would like more streetlights. Cllr Haslam noted that this was against what most parishioners purportedly preferred, i.e. preferred dark skies. 	<p>AH</p> <p>MH</p> <p>MH</p>
<p>8. 033 19/20</p>	<p>Planning</p> <p>a) i) 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. No objection</p>	

	<p>ii) 0683/19/TCA: The Old School House, Church Lane: Removal of x 1 cherry tree at the Old School House. No objection.</p> <p>b) To receive any updates from FoDDC Enforcement regarding concerns over development of Colne Mill. It was noted that the Enforcement team at FoDDC had made a site visit, met with the owners and were now giving advice on safeguarding the building while carrying out development.</p> <p>c) To receive any progress reports on local planning matters. Clerk reported that there were no further updates, including on the matter of the former Cross Stores. ACTION: Clerk to chase with Enforcement team.</p>	MH
9.034 19/20	<p>Village</p> <p>a) To receive an update on the defibrillator fundraising. JustGiving for Bonnie's skydive is currently at £960 and a quiz night has raised further funds recently, amount not currently known. There have also been village collections. Bonnie's skydive is due to take place on 3rd June, having previously been postponed due to poor weather.</p> <p>b) To receive an update on the Pocket Parks bids: Sports Field and Garlands Road respectively, including arrangements for safety inspection. Installation scheduled for week commencing 13th May. Inspection booked and will occur as soon after installation completion as possible.</p> <p>c) To note developments in flood mitigation via correspondence from DCllr Chris McFarling. Noted – see item 6, DCllr McFarling's update. Also noted that on the Clanna Road development plans the attenuation pond has been enlarged.</p>	
10.035 19/20	<p>10. Sports Field</p> <p>a) To receive an update on the pavilion project. At the recent Sports Field committee meeting some small revisions were discussed, e.g. changing room sizes, and will be submitted to Planning as the next step.</p> <p>b) To receive an update on planning for a community event 30/06/19 and any other events/activities. Plans currently include an ice cream van, toilets, tea and cakes, a bar, barbecue, bouncy castle. The event will likely need two generators. A marquee was also needed, and John Wood will ask a contact about borrowing one. Viv Harris also suggested a contact name. Alec Davis suggested the scouts.</p> <p>c) To receive an update on tackling antisocial behaviour and drug use in the Sports Field car park including any updates on gate installation. Cllr Heys is chasing the installation timing. Police teams have visited several times and will continue to do so.</p> <p>d) To receive any reports on other Sports Field matters. No other matters.</p>	
11.036 19/20	<p>Churchyard</p> <p>a) To receive an update on tree management activities in the churchyard. None; Cllr Heys seeking quotes for tree works; ongoing.</p> <p>b) To receive an update on unstable gravestone issue. Cllr Heys to provide a brief update at the June meeting.</p> <p>c) To receive any reports on other churchyard matters. None.</p>	
12.037 19/20	<p>Highways</p> <p>a) Clanna Road/A48 junction: To note responses from Highways and from Police regarding improving the safety. Clerk passed on the advice from the police on road/pavement obstruction, which is to phone 101 and report an obstruction at the time.</p> <p>b) To receive any updates on Highways matters including antisocial parking in Garlands Road having chased up with TRH. ACTION: Clerk to chase TRH about the letter, as it is not believed to have gone out yet.</p>	MH

13. 038 19/20	NDP a) To receive an update on the progress of Alvington NDP (Chair) Cllr Haslam reported that the Regulation 14 consultation finished on 29/04 but that since then there had been a number of late representations. One representation (received within the consultation window) was from Lydney Park Estate regarding tourism development in the parish. ACTION: Clerk to set up a meeting with land agents, Nigel Gibbons, Kate Baugh and DCllr McFarling as soon as possible.	MH
14. 039 19/20	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. Approved. b) Bank Reconciliation: to approve the 2018-19 Quarter 4 Bank Reconciliation against the bank statements. Approved and signed by Cllr Haslam. c) To approve payment of invoices and expenses from the past month. Approved and cheques signed by Cllrs Chidley and Thompson. d) To note the receipt of any income since the last meeting. Noted. Clerk also advised that a cheque for £200 from Chepstow and Caldicot Lions had been received to go towards the pavilion, and in the accompanying letter Charlotte Hayes (nee Edwards) said that she hoped to do more fundraising throughout the year. ACTION: Clerk to write to thank Mrs Hayes.	MH
15. 040 19/20	To note correspondence for information. Noted.	
16. 041 19/20	Council a) To consider implications and tasks involved in reinstating the parish council Facebook page and agree any initial actions. Cllr Thompson has been posting on the page; Cllr Chidley offered to act as a Facebook admin for the page. ACTION: Cllr Thompson to set up Cllr Chidley as an admin.	GT
17. 042 19/20	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. Noted.	
18. 043 19/20	To receive councillors' reports and items for future agenda. Cllr Miles intends to attend the Neighbourhood Watch meeting on Thurs 23/5 in Sedbury and will report back.	
19. 044 19/20	To note the date of the next Full Council meeting: Wednesday 5th June 2019 at 7.30pm in the Memorial Hall. Noted.	

Meeting closed: 9.30 pm

Signed:.....Chairman.

Date:.....