

ALVINGTON PARISH COUNCIL
Minutes of the meeting held remotely on Wednesday 6th May 2020, 7.30pm
(Format: Zoom online meeting)

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

ATTENDING: Meg Humphries (Clerk)
 John Wood

No/ Ref	Item/Notes	Action
1. 015 20/21	To receive apologies for absence All parish councillors present. (DCllr Chris McFarling sent his apologies)	
2. 016 20/21	To note declarations of interest relating to the agenda. None.	
3. 017 20/21	To approve the accuracy of the draft minutes of the Full Council Meeting on 01.04.20 Approved; to be signed by Cllr Haslam via post.	
4. 018 20/21	Public Forum None.	
5. 019 20/21	<p>To receive/note any reports from county and district councillors for the parish</p> <p>District Councillor Chris McFarling: DCllr McFarling sent his apologies due to a prior engagement and sent the following update: "I trust and hope that everyone can remain safe and patient as the restrictions continue to have a positive effect on damping down the spread of the virus. I am grateful of your fortitude and resilience during this crisis. I thank Gail for helping coordinate the local community covid-19 response team and ensure that needs are met with local voluntary help. If there are any issues which I can help with, please do not hesitate to call. The Council are providing corona virus updates on a weekly basis. Businesses are being supported through this crisis and the council's website has details of how you can register for financial support. I hope you will be able to pass on my congratulations at gaining planning permission for the sports pavilion and a breakthrough in cooperation on funding the pedestrian crossing. I will chase up Severn Trent Water, again, on the sewage surcharge issue at 2 Tudor Cottages until the problem has been resolved. An initiative is being launched to find patches of land for community food growing. Allotments or agro-forestry projects will help in the local provision of vegetables and fruit should food supply lines become stretched or broken as a result of the virus, or climate crisis. If anyone knows, or wishes to gift a piece of land for this initiative, please let me know. Keep safe and mentally active if you can. Kind regards, Chris"</p>	

	<p>There was then a discussion on the parish allotments, which the parish council now technically manages as it leases the land from Two Rivers. <u>Cllr Chidley is happy to be the council allotment 'rep' and will put together contact details for ploholders.</u> There was a discussion on charges for plots and the council acknowledged that it is usual to charge, but it would not be appropriate to charge longstanding ploholders.</p> <p>Patrick Molyneux, County Councillor No report received.</p>	LC
<p>6.020 20/21</p>	<p>Planning</p> <p>a) To note any update on P0001/20/DISCON Land Off Clanna Road Alvington, Gloucestershire: Discharge of Condition 10 (details of pedestrian crossing) of planning appeal APP/P1615/W/16/3153161 (P1494/15/OUT)</p> <p>Cllr Haslam gave an update: Hannah Ramsay (planning officer) now on maternity leave as of 24/4, so planning contact is now Tony Pope. There is a need to establish when the contribution money will become available, as the council's preference is for fund availability being linked to the start date of construction on site, to enable the crossing to be finished by the time the first house is occupied, though the council acknowledged that in actuality this depends on S106 negotiations. Ongoing.</p> <p>b) To receive any progress reports on local planning matters None.</p>	
<p>7.021 20/21</p>	<p>Village</p> <p>a) Coronavirus: to receive any updates specific to the parish</p> <p>Cllr Thompson gave an update: Cllr Thompson forwarded via email today the latest information including grants for community. FVAF are aiming to gather and organise information. The level of requests to the parish volunteer group has been low so there is plenty of capacity for further requests.</p> <p>b) To note any updates on village/parish improvement matters (see meeting pack)</p> <p>Cllr Chidley has received a query about where the footpaths run near Garlands Road as walkers have been challenged by the landowner and advised that they were not on a public right of way. Cllr Haslam advised that he has looked into this and he confirmed that the only public right of way is straight on from the stile. The council noted reports on the public right of way from Garlands Road to Beanhill having been completely ploughed up. <u>It was resolved to contact the owner to remind them of responsibilities ref PROWs. Clerk to progress.</u></p> <p>c) To receive any reports on other village matters None.</p>	MH
<p>8.022 20/21</p>	<p>Sports Field</p> <p>a) To receive an update on the pavilion project</p> <p>Cllr Heys gave an update: Planning approval for pavilion has now been granted, which took a long time but is a real success, and now the council is in a position to proceed. Cllr Heys has been identifying key next steps. The Playing Field Committee has so far been leading on this project, which has been workable, but the project is now at the point where more input is needed.</p>	

Strand 1: Architect can now do full buildings regulations diagrams and Cllr Heys has been given a quote of £4,800 (including VAT). Pavilion reserves currently cover this amount so this can be started off immediately. Cllr Heys proposed taking this forward; Cllr Haslam seconded. Unanimous agreement.

RH

Strand 2: Architect likely to require £500 engineer advice in addition. £1,680 required for planning application fees.

Fundraising: Richard acknowledged the many donations from the fun day, Caldicot and Chepstow Lions, Skydive residue from defib donation and others – a diverse range of income streams – and now the time has come to seek larger amounts of funding to cover the build. Gloucestershire Cricket are keen to invest but may be in a less stable position due to losses this year in takings due to lockdown.

Cllr Heys recommends forming a Constructions Committee to support the planning of the build, planning the stages and matching with the funding.

Cllr Thompson suggested putting the request out to the wider community.

Cllrs Thompson and Chidley offered to support by processing paperwork / bids.

Cllr Miles offered support on the Constructions Committee.

Cllr Haslam offered support on the Constructions Committee.

Cllr Heys intends to approach a contact with experience in the area.

There was then a discussion around how best to avoid conflict of interest.

Cllr Heys aims to meet with the architect in approximately three weeks' time to convey a detailed sense of the brief, what's wanted, what isn't wanted. Cllr Heys encouraged reflection on how does the council want kitchen, hall, security etc. to work.

Cllr Heys has asked architect to consider whether it would be possible to complete the build in two parts, which wouldn't be ideal, but flow of funding might demand it.

Planning has given a start window of 3 years. The usual window is five years; however, Cllr Heys considers that three is feasible.

b) To receive any updates on Sports Field mowing arrangements for 2020

Nick Powell has contacted Cllr Heys regarding the offer of the lawnmower from Nathan Burlton and Anna Clifton. Newer mower not currently being used due to lack of storage on site – disposing of old play equipment would resolve this.

Nathan has offered free loan of the mower for 2020 with an option to buy it next year.

c) To note the 2020 play equipment inspection reports for Sports Field and Garlands Road and agree risk-reducing actions and timescales.

All the Pocket Parks equipment has passed with no requirements for action, which is a welcome change from the previous play equipment. The following key points were noted:

Garlands Rd sign needs sanding and painting

Sports Field – swing gate: concerns about small fingers being caught in the hinges, recommend rubber guard to eradicate risk.

Trim Trail – soft matting is heavily overgrown with weeds, needs stripping back.

Taller units of Trim Trail – particularly parts holding up the swing tyres: the advice is to strip them down and rebuild, which given the size would take a group of people to achieve. There would be a need to buy a range of small consumables to make these repairs. Cllr Heys proposed identifying a day post social distancing to work on it as a group, but this could not be done until social distancing is lifted.

d) To receive any reports on other Sports Field matters

The council has been offered a large round table-and-chair unit for the field, a donation from a parishioner, and Cllr Heys will discuss the logistics of moving it with the Cricket Club.

RH

	Tree planting application – Cllr Heys to take forward a draft with support from others.	RH																					
9.023 19/20	<p>Churchyard</p> <p>a) To consider adopting the draft churchyard risk management plan RH proposed adopting the plan, AH seconded, and the vote was unanimous.</p> <p>b) To receive any reports on other churchyard matters A parishioner had contacted the parish council to ask for better management of the yew trees in the churchyard bordering the field where the parishioner’s donkeys graze. This was prompted by the death of a donkey due to consuming a toxic plant (vet’s feedback). <u>It was resolved to engage a tree surgeon to reduce risk to livestock in the field. This will involve striving to obtain three quotes and submitting a TCA application to FoDDC. The Clerk will advise the parishioners of the outcome and will contact local tree surgeons to request a quote.</u></p>	MH																					
10.024 20/21	<p>Highways</p> <p>a) To receive any updates on Highways matters (see meeting pack) Noted. It was noted that the roads are in relatively good order at the moment.</p>																						
11.025 20/21	<p>NDP</p> <p>a) To receive an update on the progress of Alvington NDP The final report from the examiner has been received, the plan has been updated and has to go to FoDDC Committee to be approved, then on to referendum. However, the council has been advised that no referendums are taking place until 2021 due to Covid-19. Once through committee, the plan can be considered in reference to all planning applications in the parish. <u>Cllr Haslam proposed that the council sends a letter to Alec Davis to express appreciation for all that he has done, and this was agreed unanimously. Clerk to progress.</u></p>	MH																					
12.026 20/21	<p>Finance</p> <p>a) To approve payment of invoices and expenses from the past month</p> <table border="1"> <thead> <tr> <th>TO WHOM</th> <th>DETAILS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Merlin Waste</td> <td>Dog Bins x 2: a) deferred from April payments, b) this month</td> <td>60.00</td> </tr> <tr> <td>Meg Humphries</td> <td>Salary – April 2020</td> <td>275.84</td> </tr> <tr> <td>Meg Humphries</td> <td>Clerk expenses – stamps April 2020</td> <td>7.80</td> </tr> <tr> <td>Parish Online</td> <td>Annual subs 20-21</td> <td>90.00</td> </tr> <tr> <td>Richard Morgan</td> <td>Grasscutting: Churchyard April 2020</td> <td>222.00</td> </tr> <tr> <td>RoSPA</td> <td>Play Area inspections 2020 (Garlands Road and Sports Field)</td> <td>164.40</td> </tr> </tbody> </table> <p>Payments approved as above, and will be made by cheques this time due to incomplete key card process. Due to Merlin Waste director self-isolating, it was agreed that payment could be made via BACS by an individual and then that individual reimbursed via cheque accordingly. The council acknowledged that this was an unusual arrangement but that these were unusual times, and the measure was a one-off to avoid putting vulnerable individuals at risk.</p> <p>b) To note the receipt of any income since the last meeting. Noted as follows.</p>	TO WHOM	DETAILS	AMOUNT	Merlin Waste	Dog Bins x 2: a) deferred from April payments, b) this month	60.00	Meg Humphries	Salary – April 2020	275.84	Meg Humphries	Clerk expenses – stamps April 2020	7.80	Parish Online	Annual subs 20-21	90.00	Richard Morgan	Grasscutting: Churchyard April 2020	222.00	RoSPA	Play Area inspections 2020 (Garlands Road and Sports Field)	164.40	
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Date received into account	Description	Amount	
09/04/2020	Bank interest	0.55	
17/04/2020	Parish Precept 2020-21	8979.00	
	<p>c) Audit 19/20: to receive an update and to receive, note and approve the Annual Governance Statement (Section 1 of AGAR) and Accounting Statements (Section 2 of AGAR) for 2019/20 (See also: meeting pack) The council discussed assets, specifically the churchyard wall, and the need to explain the variation in asset value due to its addition. There was then a discussion around the Memorial Hall and whether this should be on the asset register. Cllr Haslam outlined how the hall had been transferred to council historically, but it is insured by the charity who look after the hall. <u>Cllr Thompson volunteered to ascertain the value of hall for asset register purposes.</u></p> <p>d) To approve and sign the Bank Reconciliation for Q4 of 2019-20. This was approved, and the Clerk will send to Cllrs Thompson and Miles to verify against bank statements and sign.</p> <p>e) To officially note and approve the budget detail for 2020–21 Noted. RH proposed; AH seconded; unanimous acceptance of the budget.</p>		GT
13.027 20/21	To note correspondence for information. Noted.		
14.028 20/21	<p>Council</p> <p>a) To receive the Clerk’s Report and consider awarding increment as per contract. Noted and approved. Increment awarded.</p> <p>b) To receive councillors’ reports and items for future agenda. Cllr Heys: a) Woolaston is running a competition for rainbow pictures being placed into telephone box. Cllr Heys proposed replicating this idea for Alvington parishioners. <u>Clerk to advertise this on the Facebook page.</u> b) Woolaston Primary School have announced a new headteacher today: Miss Jennifer Lane will become executive headteacher in a collaboration with Tutshill Primary School, for a year in the first instance. The school regards this as an exciting opportunity to share best practice.</p> <p>c) To note the date of the next Full Council meeting: Wednesday 3rd June 2020. This meeting is likely to be carried out remotely. Noted.</p>		MH

Meeting closed: 9.08 pm

Signed:.....Chairman.

Date:.....