

ALVINGTON PARISH COUNCIL

Minutes of the meeting held Thursday 1st June 2023, directly following the Annual Council Meeting, Alvington Memorial Hall

MEMBERS PRESENT: Cllr Richard Heys (Chairman)
Cllr Nick Powell
Cllr Nathan Burlton

ATTENDING: Alec Davis, John Wood, Chris Shill, Suzanne Joignant,
Viv Harris, Cllr Chris McFarling (District and County Councillor), Meg Humphries (Clerk)

| Min. Ref | Item and details | Action |
|---------------|--|---|
| 027. 23/24 | 1. To receive apologies for absence. Cllr Thompson sent her apologies due to family commitments; accepted. | |
| 028. 23/24 | 2. To note any declarations of interest relating to the agenda. None. | |
| 029. 23/24 | 3. To approve the accuracy of the draft minutes of the Full Council Meeting on 11.05.23 and the draft minutes of the draft 07.07.22 minutes (previously approved but signing overlooked). Both minutes were approved; signed by the Chairman. | |
| 030. 23/24 | <p>4. Public forum.</p> <p>Suzanne Joignant: Raised concerns over the visibility on Knapp Lane due to hedge around the Memorial Hall car park, combined with concerns over recent vehicle speed/volume. The council will consider a convex mirror and will ask GCC Highways about “20 is plenty signage”.</p> <p>John Wood:</p> <ul style="list-style-type: none"> • Swan Hill potholes remain an issue. Cllr Heys conveyed that the section’s resurfacing a section had been priced up, with the date of works yet to be set. • Prompted the council to – while in the summer months – arrange for some more gravel to be laid on the churchyard paths to deal with mud in the winter. Cllrs Heys and Powell to investigate this. <p>Alec:</p> <ul style="list-style-type: none"> • The GPO manhole by the bus shelter remains damaged and has been cordoned off for a long time. It has been reported. Cllr Burlton offered to chase it up. • Japanese knotweed: on Tuesday he noticed it was ‘really bad’, i.e., 150m long section of it. Apparently, there is also a patch of it behind the village notice board, in a private garden. • He has sent Cllr McFarling the ‘kissing gates priority list’ as agreed, for consideration. • Garlands Road pavements remain in a poor state. Cllr McFarling advised that currently there is no funding available. • Bloomery Court: some works continue, and Mr Davis expressed his concerns as follows. <ul style="list-style-type: none"> ○ Attenuation ponds – reiterated safety concerns (steep sides, no | <p>MH</p> <p>RH/NP</p> <p>NB</p> |

| | | |
|------------------------------|---|-----------|
| | <p>boundaries) Cllr McFarling will contact Enforcement about this to ensure they're aware.</p> <ul style="list-style-type: none"> ○ Soil allegedly moved without the appropriate licence. ○ Cllr McFarling believes there are still some outstanding issues. For instance, Laurence King (senior flooding engineer) needs to still visit regarding the drainage situation, to ensure that the deviation from the original plans has not impacted the capacity of the drainage system. Mr Davis highlighted that there would be no mitigation for the flooding of his own land. ○ Cllr McFarling asked Mr Davis to list the concerns with as much additional information as possible and send it to him. ○ Mr Davis has a timeline of events on and about the site. He agreed to send copy to the Clerk, for circulation to all members. <p>Viv Harris:</p> <ul style="list-style-type: none"> ● Allotments: Concerns over the running/holding of them. After some discussion the council acknowledged that a review of arrangements would be wise. It was agreed to add allotments to the July agenda and invite an allotment-holder representative. ● The Globe Inn wastewater continues to run across the pavement. ● Near Bloomery Court, the wall juts out and seems to make the road's 'pinch point' tighter. Cllr Heys thanked Viv for bringing this to the council's attention. | MH |
| <p>031. 23/24</p> | <p>5. To receive/note any reports from the county and district councillors for the parish.</p> <p>Potholes: Cllr McFarling highlighted that potholes were a county-wide concern and cause of complaint. At the GCC annual meeting, numerous questions from the public and members focused on this issue. Ringway is responsible for keeping the road network safe and prioritizing the repair of deep potholes. Utility companies face fines if they fail to properly close roads after their work. GCC is set to launch a transformation project that is expected to revolutionize highway improvements in terms of rate and scale. The harsh winter weather has contributed to the problem. Freeing up funds by divesting from adult social care and children's services would have grave consequences, however.</p> <p>Biodiversity Emergency: GCC has acknowledged the biodiversity emergency.</p> <p>Care Leavers: GCC voted in favour of considering care leavers as a protected characteristic.</p> <p>Hot Meals Service: The delivery organisation for the hot meals service has failed, but some districts have local services in place. The need for such a service has increased due to the post-COVID situation and the focus on combating loneliness (local organisations spend time chatting with service users as well as delivering meals). Cllr McFarling emphasized the importance of this service, especially in rural areas.</p> <p>During the FoDDC FCM, Cllr Mark Topping (Green) was elected as the council leader. Cllr McFarling is cabinet member for Climate Emergency. There are two co-deputy leaders. The first FoDDC full council meetings and cabinet meetings will be held in July.</p> | |

| | | |
|---------------|--|--|
| | <p>Japanese Knotweed: Cllr McFarling acknowledged the challenges of Japanese Knotweed. Cllr McFarling expressed interest in mapping the location of Japanese Knotweed in his ward and exploring options for joint funding to address the issue.</p> <p>Clanna Traffic Restriction Order: Cllr McFarling is still pursuing the Clanna TRO, which remains outstanding.</p> | |
| 032. 23/24 | 6. Annual Governance and Accountability Return 2022-23: To receive and note the Annual Internal Audit Return. Noted. | |
| 033. 23/24 | 7. Annual Governance and Accountability Return 2022-23: To approve Section 1 of the Annual Governance and Accounting Return (Annual Governance Statement). Cllr Powell proposed, Cllr Burlton seconded, approved unanimously; signed by Cllr Heys. | |
| 034. 23/24 | 8. Annual Governance and Accountability Return 2022-23: To approve Section 2 of the Annual Governance and Accounting Return (Accounting Statements). Cllr Burlton proposed, Cllr Powell seconded, approved unanimously; signed by the Cllr Heys. | |
| 035. 23/24 | 9. Annual Governance and Accountability Return 2022-23: To approve the Certificate of Exemption. Cllr Powell proposed, Cllr Burlton seconded, approved unanimously; signed by Cllr Heys. | |
| 036. 23/24 | 10. Annual Governance and Accountability Return 2022-23: To note the analysis of significant year-on-year variances. Cllr Heys summarised the variances for the benefit of the meeting. Noted. | |
| 037. 23/24 | 11. Annual Governance and Accountability Return 2022-23: To note the dates for the exercise of public rights: Monday 5th June to Friday 14th July inclusive. Noted; Cllr Burlton will put a copy on the village board. | |
| 038. 23/24 | 12. Planning. a) To receive any planning updates. None. | |
| 039. 23/24 | 13. Village. a) To note the annual RoSPA Playsafety play area inspection reports and agree any actions as a result. The reports were noted, and the following issues discussed: <ul style="list-style-type: none"> • One Trim Trail pole is slightly wobbly, and Cllr Heys assured the meeting that this would be resolved over the summer. b) To note updates on village/parish improvement matters. <ul style="list-style-type: none"> • Cllr Heys: The Memorial Hall is now officially registered with the Land Registry. • Flood mitigation: Cllr McFarling spoke to Dr David Sharp at Severn Trent Water at the Lydney Flood Forum. STW said they're working on improving the sewage issue at Tudor Cottages. Focus is on where the drains combine. Cllr McFarling has asked them to install flow monitors and he continues to chase them up. The next Lydney Flood Forum meeting is scheduled for the end of June. There was a short discussion on the poor state of England's rivers, especially the Wye. | |
| 040. 23/24 | 14. Sports Field. a) Alvington Summer Fun 23/7/23: event planning progress. <ul style="list-style-type: none"> • Fun day preparations are going well. | |

| | | |
|---------------|--|-------|
| | <ul style="list-style-type: none"> • There have been fewer stall applications this year, and the reason is unknown. Everyone was encouraged to spread the word about the event. • A larger marquee (c. 5x15m) has been offered for donation. The committee is considering the possibility of organising a village show in the marquee and is looking for potential judges. Cllr Heys will contact Woolaston Horticultural Society about this. • The next Fun Day meeting is scheduled for Friday, June 9th, at 7 pm. <p>b) Pavilion project: to receive any updates.</p> <ul style="list-style-type: none"> • Building regulations diagrams have been drawn up by the architect. Viv Harris asked about toilet accessibility, and Cllr Heys confirmed that at least one toilet will be accessible at all times. • Councillor Powell reported progress on the electrical work as Western Power are now taking action. • Ben Lewis is working on facilitating the water supply. • The Clerk will follow up with the solicitor regarding the water supply land easement. <p>c) To receive any other reports on the sports field. None.</p> | |
| 041. 23/24 | <p>15. Churchyard.</p> <p>a) To receive updates on any churchyard matters. Tree survey (carried out by TrunkArb) is now completed and the report has been received, along with recommendations and priorities. The report was circulated by email and discussed during the meeting. It was agreed to ask TrunkArb for prices for recommended works on T3, T5, T7, T10.</p> | MH |
| 042. 23/24 | <p>16. Highways.</p> <p>a) To note the response (received 22/05/23) to the parish council's letter to Gloucestershire Highways. The parish council has now received a reply to their letter, from Brian Watkins, area representative. Cllr Heys observed that none of the specific questions posed in the parish council's letter had been answered. The reply referenced the actions GCC Highways had taken, and also national policy. It was agreed that the parish council would reply to Mr Watkins copying in Cllr McFarling and Head of Highways Kathryn Haworth.</p> <p>b) Road safety: to receive any updates including partnership work with Aylburton Parish Council.</p> <ul style="list-style-type: none"> • Cllr Burlton met w Cllr Mark Topping (Aylburton) about potential joint activities. He confirmed that a community can apply for a TRO (speed limit / traffic calming). Cllr Topping's research suggests that the simpler a TRO is, the more likely it will get through the system. Cllr Burlton therefore believes a focus on speed limits only may be wise. Cllr Burlton has taken some dashcam footage to show the current situation. More work is now needed, and Cllr Burlton has now set up a collaborative Google map to plot various features/ideas. <p>c) To note any updates on Highways matters. The Clerk will contact the National Grid about the exposed cable now visible in a layby on Clanna.</p> | RH/MH |
| 043. 23/24 | <p>11. Finance</p> <p>a) Bank Reconciliation for Q4 of 22/23: to note. Noted.</p> <p>b) Budget Statement for Q4 of 22/23: to note income and expenditure. Noted.</p> <p>c) Accounts statement for Q4 of 22/23: to note. Noted.</p> <p>d) Internal controls checks for Q4 22/23: to note completion. Cllr Heys advised</p> | MH |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---|------------------|--------------------|---------|----------|---------------------------|---------|----------|----------------------------|--------|------------|---------------------------------------|--------|------------|-------------------------------|---------|----------|--|--------|------------------|------------------------------------|---------|------------|---------------|--------|------------|-----------------------------|---------|------------|---------------------------------------|---------|------------|-----------------------|--------|------------|---------------------------------|--------|------------|--|--------|--|
| | <p>that he had completed the checks and had found everything to be in order; noted.</p> <p>e) To note a variation in the amount paid for portaloo hire (on May payments list). Original amount listed (£135) excluded VAT, and the amount owed was in fact £162, to be rectified through a further reimbursement payment to Cllr Thompson, in the next item. Noted.</p> <p>f) To approve the payments for June 2023.</p> <p>Approved as follows:</p> <table border="0"> <tr> <td>M Humphries</td> <td>Clerk Pay May 2023</td> <td>£337.98</td> </tr> <tr> <td>R Morgan</td> <td>Churchyard grass May 2023</td> <td>£228.00</td> </tr> <tr> <td>R Morgan</td> <td>Garlands Rd grass May 2023</td> <td>£40.00</td> </tr> <tr> <td>G Thompson</td> <td>Coronation loo hire – remainder (VAT)</td> <td>£27.00</td> </tr> <tr> <td>G Thompson</td> <td>Fun day portaloo hire inc VAT</td> <td>£240.00</td> </tr> <tr> <td>N Powell</td> <td>Reimbursement coronation event bunting</td> <td>£35.96</td> </tr> <tr> <td>RoSPA Playsafety</td> <td>Annual play area safety inspection</td> <td>£180.00</td> </tr> </table> <p>g) To note the receipt of income received since the last meeting.</p> <p>Noted as follows:</p> <table border="0"> <tr> <td>09/05/2023</td> <td>Bank interest</td> <td>£17.43</td> </tr> <tr> <td>22/05/2023</td> <td>Coronation event takings #1</td> <td>£324.20</td> </tr> <tr> <td>22/05/2023</td> <td>Pavilion donation** CORRECTION</td> <td>£162.00</td> </tr> <tr> <td>23/05/2023</td> <td>Fun day pitch hire GE</td> <td>£10.00</td> </tr> <tr> <td>24/05/2023</td> <td>Fun day pitch hire R+J Shepherd</td> <td>£10.00</td> </tr> <tr> <td>24/05/2023</td> <td>St Briavels Cricket Club - field hire 10/6</td> <td>£20.00</td> </tr> </table> | M Humphries | Clerk Pay May 2023 | £337.98 | R Morgan | Churchyard grass May 2023 | £228.00 | R Morgan | Garlands Rd grass May 2023 | £40.00 | G Thompson | Coronation loo hire – remainder (VAT) | £27.00 | G Thompson | Fun day portaloo hire inc VAT | £240.00 | N Powell | Reimbursement coronation event bunting | £35.96 | RoSPA Playsafety | Annual play area safety inspection | £180.00 | 09/05/2023 | Bank interest | £17.43 | 22/05/2023 | Coronation event takings #1 | £324.20 | 22/05/2023 | Pavilion donation** CORRECTION | £162.00 | 23/05/2023 | Fun day pitch hire GE | £10.00 | 24/05/2023 | Fun day pitch hire R+J Shepherd | £10.00 | 24/05/2023 | St Briavels Cricket Club - field hire 10/6 | £20.00 | |
| M Humphries | Clerk Pay May 2023 | £337.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Morgan | Churchyard grass May 2023 | £228.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R Morgan | Garlands Rd grass May 2023 | £40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Thompson | Coronation loo hire – remainder (VAT) | £27.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G Thompson | Fun day portaloo hire inc VAT | £240.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N Powell | Reimbursement coronation event bunting | £35.96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RoSPA Playsafety | Annual play area safety inspection | £180.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09/05/2023 | Bank interest | £17.43 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22/05/2023 | Coronation event takings #1 | £324.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22/05/2023 | Pavilion donation** CORRECTION | £162.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/05/2023 | Fun day pitch hire GE | £10.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/05/2023 | Fun day pitch hire R+J Shepherd | £10.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/05/2023 | St Briavels Cricket Club - field hire 10/6 | £20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>044. 23/24</p> | <p>18. To note correspondence for information. Noted.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>045. 23/24</p> | <p>19. Council</p> <p>a) To receive the Clerk’s Report. Noted.</p> <p>b) Play equipment safety checks Q2: To delegate. Cllr Thompson will carry this out.</p> <p>c) General safety checks Q2: To delegate. Cllr Thompson will carry this out.</p> <p>d) To receive councillors’ reports and items for future agendas.</p> <ul style="list-style-type: none"> • Cllr Heys raised the possibility of registering the Sports Field with the Land Registry and talked the meeting through some background: <ul style="list-style-type: none"> ○ In the 1930s the parish council acquired some land ○ In the 1950s they swapped it for what is now the Sports Field. ○ Thereafter, various trustees came and went. ○ In 1992, the Charity Commission provided a legal opinion stating that the trust's governance was inadequate. However, despite this advice, the trust continued to follow the same practices. ○ In 2013 a new committee, appointed by the Council, adopted Terms of Reference and replaced the trust model. ○ Currently the file is missing a document that shuts down the trustees. ○ Cllr Powell offered to contact Pete Rogers, who may have further information. • Alvington Green: Cllr Heys advised that it may be worth looking into registering this land too. The process may need sworn statements from villagers. The Clerk will ask Alec Davis (who had left the meeting by this point) whether he found anything about the green while working on the NDP. <p>e) To note the date of the next full council meeting: Thursday 6th July 2023 at 7.30 pm. Noted</p> | <p>MH</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Meeting closed: 9.29 pm.

Signed: (Chairman)

Date:

DRAFT