

**Minutes of the Annual Council Meeting held on Thursday 9<sup>th</sup> May 2023 at 7.30pm in Alvington Memorial Hall, Knapp Lane, Alvington, GL15 6BJ**

**Present:** Councillors: Heys, Macharg, Powell, Thompson  
Officers: Carol Hinton (Clerk).  
Chris McFarling - District and County Councillor.  
2 members of the public.

**1. CHAIRMAN**

a) **To elect** a Chairman for 2024/2025.

Councillor Heys was proposed by Councillor Thompson, seconded by Councillor Powell and elected unanimously.

b) **Chairman to sign** the Declaration of Acceptance of Office. – To be signed at the June Meeting.

**2. VICE CHAIRMAN**

a) **To elect** a Vice Chairman for 2024/2025.

Councillor Thompson was proposed by Councillor Powell, seconded by Councillor Heys and elected unanimously.

b) **Vice Chairman to sign** the Declaration of Acceptance of Office. – To be signed at the June Meeting.

**3. ATTENDANCE**

a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillor Burlton.

b) **Resolved to accept** those apologies received with reasons for absence from Councillor Burlton.

**4. DECLARATIONS OF INTEREST**

a) **To confirm that all changes to Councillors' Registers of Interest have been notified to the Clerk.**

b) **To receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.

*Interests may be declared at any time during the meeting should they become apparent.*

**5. MINUTES OF PREVIOUS MEETINGS**

a) **Resolved to approve** as a correct record the minutes of the Annual Council meeting held on 12<sup>th</sup> May 2023.

b) **To consider** any questions arising from those minutes. **There were none.**

c) **Resolved to approve** as a correct record the minutes of the Council Meeting held on 11<sup>th</sup> April 2024.

d) **To consider** any questions arising from those minutes. **There were none.**

**6. PUBLIC AND CHARITABLE BODIES**

**To review delegation arrangements and nominations** to public and charitable bodies.

a) Sports Field Committee. Councillors Heys, Powell and Thompson and representatives of all clubs using the field.

b) Alvington Memorial Hall Committee. Historically 5 elected Trustees – Parish Council representative - Councillor Heys. Representatives still required from the Cricket and Football clubs. Councillor Powell volunteered.

**7. COUNCIL POLICIES**

**Resolved to approve** re-adoption or adoption of Council Policies. Proposed, seconded and unanimously adopted as follows:

a) **Code of Conduct** – Councillor Thompson, Councillor Powell.

b) **Complaints Procedure** - Councillor Thompson, Councillor Macharg.

c) **Disciplinary Policy** – Councillor Powell, Councillor Thompson.

d) **Financial Regulations** – Councillor Macharg, Councillor Powell.

e) **GDP Regulations and General Privacy Notice** – Councillor Thompson, Councillor Powell.

- f) **Grievance Policy** – Councillor Macharg, Councillor Thompson.
- g) **Media Policy** – Councillor Powell, Councillor Thompson.
- h) **Memorial safety policy and procedure** – Councillor Macharg, Councillor Powell.
- i) **Publication Scheme – Not considered – to be reviewed at a later date.**
- j) **Risk Management Schedule** – Councillor Thompson, Councillor Heys.
- k) **Standing Orders** – Councillor Powell, Councillor Thompson.
- l) **Sports Field Committee Terms of Reference** – Councillor Powell, Councillor Thompson.
- m) **Safeguarding Policy** – Councillor Macharg, Councillor Thompson. Councillor Macharg to be Safeguarding Officer.

## 8. **ASSET REGISTER**

**Resolved to adopt** Asset Register as at 31 March 2024. The head has cracked on the mower which is not repairable. Clerk to remove from the Asset Register. Councillor Powell reported that the Cricket Club has purchased a new one and he will arrange for the old mower to be scrapped and pay the money to the Parish Council Account.

Councillor Heys reported that there had been some confusion with the Memorial Hall insurance policy and the registered name and owners of the Hall. This has now been resolved. Thanks to those who helped with resolving the issue.

## 9. **REPORT FROM DISTRICT / COUNTY COUNCILLOR MCFARLING**

**Resolved to receive and note** report circulated from Chris McFarling who attended the meeting. Bloomery Court – Tony Pope will be considering the planning application during the following week. The application is likely to be refused because of the changes to the original design of the site, after which the developer will have to respond. Councillor Heys expressed concern about the access road as houses are now in the wrong position. Councillor McFarling stated that the decision is required to give the DC control over enforcement. There will need to be measures they can take to put things right or it will go to appeal – eg. drainage solutions and attenuations ponds and pump. Councillor Thompson reported that residents have put in enforcement notices and have been told a decision will be made in week to 10 days. Councillor McFarling stated that at present there is nothing to enforce against. Alec Davis asked Councillor McFarling why enforcement notices are not published on the DC website - This is not general practice. The DC are bringing in the County flood authority to look at the flooding issues. The developer has carried out what was required but this has not worked. Chris Shill commented that before the development was approved the question of flooding on Clanna Lane was raised and would it be improved. It still floods. Councillor McFarling stated that the DC had objected to the original plans on drainage issues but the planning inspector had passed them. Chris Shill asked if the Highways people could visit to look at mitigating measures such as raised kerbs. They are responsible for flooding on the road - there are three properties affected. Chris Walsh is the Highways Manager for the area.

Double yellow lines – Councillor McFarling signed off funds for the TRO three years ago but they are still not done although now signed off.

Councillor Burlton had sent a list and videos of pothole repairs that had deteriorated within days, which Councillor McFarling had reported and sent on. Nathan Choat has now taken this on and the sites have been looked at. Councillor McFarling reported that he keeps pushing on this issue but there are so many problems all over the County.

Local Plan – being considered at DC cabinet. Report and list of policies available – hopefully will be out for public consultation June / July.

The Cabinet is looking to push forward with 33 EV charge points for off road charging in the 12 DC car parks. The County has grant funding for 1000 and will want DCs to give spaces. It is likely parish councils will be asked to recommend around two spaces each – hoping for 100 across the District. Alec Davis asked Councillor McFarling about the poor road repair in Malt House Close – this is still ongoing.

## 10. **PUBLIC FORUM**

Alec Davis – his neighbour is being badgered by residents – can the PC please let them know to contact the council not her – Councillor Thompson to go back to them.

Alec Davis – attended PROW Zoom meeting. 35 people attended for around an hour's meeting. Clerk to find out how unmarked Rights of Way can be registered. Registering takes time and requires a lot of evidence.

Clerk to contact Aylburton and Lydney Clerks to ask if they are working on the footpath alongside the Severn. Members of the public to be asked for any evidence they have on Facebook. Kissing gates – there has been no update. Councillor McFarling asked for a list of where the gates are to go – Alec to email the Clerk. Councillor McFarling has £4k from his Highways Local Fund to improve access.

## 11. **FINANCE**

### a) **Resolved to approve** payments for May.

C Hinton	Clerk Pay April 2024	£300.70
Parish Online	Mapping Software	£40.50
RJ Morgan	Grass Cutting – Churchyard	£114.00
RoSPA Play Safety	Play Area Inspection	£187.20
GAPTC	Annual Subscription	£173.20

Proposed by Councillor Powell, seconded by Councillor Thompson. Councillors Heys and Thompson to authorise payments. Clerk to contact Lloyds Bank to establish re-setting up of online banking for Councillor Macharg.

### b) **Resolved to note** the receipt of income received since the last meeting.

Lloyds Bank	Bank Interest	£31.02
Forest of Dean DC	50% Precept payment	£5275.00

Proposed by Councillor Heys, seconded by Councillor Thompson.

### c) **Resolved to note** – completion / progress of Internal Controls Check Q4 2023/24.

## 12. **PLANNING**

### a) **To consider - P0405/24/FUL Clanna Garden House Clanna Alvington Lydney Gloucestershire GL15 6AJ. Change of use of redundant workshop to residential dwelling**

<https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SB0CQGHIX200>

**Note – an extension to the deadline for response has been agreed until 10<sup>th</sup> May.**

**Councillors had no comment to make on this application.**

### b) **Resolved to note - Myrtle Cottage Court Lane Alvington Gloucestershire GL15 6BG Ref. No: P0391/24/TCA**

G1 - Laurels and Hazel at corner of garden next to A48/Court Lane junction - fell stems leaning over the wall and reduce canopy to approximately 1.2 metres, in order to create a denser hedge. G2 - Large Bay tree - remove 3 stems leaning over the garden, in order to allow more light into the garden.

**Permission Granted**

### c) **Resolved to note - Barn Lodge Church Lane Alvington Lydney Gloucestershire GL15 6BQ Ref. No: P0384/24/TCA**

Remove 1 x Cabbage Tree (Cordyline australis) located in front courtyard of the property, due to extensive damage caused to courtyard paving, potential for damage to street wall, casting excessive shade on the property and not a species native to the area.

**Permission Granted**

### d) **Resolved to note - Old Garden Bungalow Clanna Alvington Lydney Gloucestershire GL15 6AN Ref. No: P0113/24/FUL**

Part conversion of an outbuilding for use as holiday accommodation. (Retrospective)

**Permission Granted.**

### e) **Resolved to note - Clanna Caravan And Camp Site Clanna Country Park Clanna Alvington Lydney Gloucestershire GL15 6AN Ref. No: P0908/23/FUL**

Application under Section 73 for the variation of condition e) of DF4054/B to amend the wording to allow for 46 caravans on site (1 additional caravan).

**Permission Granted.**

### f) **Resolved to note - P0035/24/DISCON - Severn Lodge Church Lane Alvington Gloucestershire GL15 6BQ**

Discharge of condition 1 (sample panel) and 2 (sample of bricks) relating to planning permission P1277/23/LBC.

**Permission Granted.**

### g) **ANY OTHER PLANNING UPDATES**

Councillor McFarling reminded Councillors that he can call in planning applications if controversial.

**13. VILLAGE**

**Resolved to note** no updates on village/parish improvement matters.

**14. SPORTS FIELD**

a) **To consider** RoSPA Annual Play area inspection Report and any remedial action required.

The step and pillar have now been repaired and the goal post clip is now on. Repairs required to some fenceposts after vehicle has driven through them.

b) **Pavilion Project - To receive** any updates.

A meeting of the Fun Day Committee is required – forms for stall holders for payment need to be sent out. Councillor Heys reported that the National Lottery bid had been unsuccessful, the reason given being that the project did not fit their priorities – follow up telephone call pending. The next application is with Barnwood Trust. Councillor Heys also reported that the application to the District Levelling Up Fund had been difficult. Councillor McFarling was asked about the GRCC (on behalf of the DC) bid process and the unrealistic timescales set. He will look in to how the system works.

Electricity – Councillor Powell reported that, despite chasing, he is still awaiting a telephone call with them. He also reported that there is now a temporary toilet on site.

c) **To receive** any other reports on the Sports Field.

Councillor Heys reported that the Field is generally in good shape but the car parking on busy days needs to be monitored. Currently 33 spaces and needs to be expanded to 50. Best option to expand along north edge or push fence out to give 3 extra rows of parking. Goal posts need moving.

Ellwood Football Club now have exclusive use with 2 additional pitches.

Alvington Star football club trying to re-establish and have been approved by the Football Association. Councillors wanted congratulations to them to be minuted.

Ali Collins – still no fixture list from Ellwood to pass on. Councillor Powell to ask if her classes might be moved to Sundays.

**15. CHURCHYARD**

a) **Resolved to approve** ratifying of payment of £216 agreed at the April meeting for matting, base and gravel for churchyard paths. Proposed by Councillor Heys, seconded Councillor Powell.

b) **To receive** updates on any churchyard matters.

Councillor Heys reported that there appear to be lesser horseshoe bats in the church crypt which will be kept locked by the church warden. Councillor McFarling will look in to. The PC needs a biodiversity policy. An email had been received from Richard Morgan explaining that the first grass cut had been delayed due to the weather and grass conditions.

**16. HIGHWAYS**

a) **Resolved to receive** updates on road safety matters.

Notice had been received about the A48 overnight road closures in June.

Councillor Macharg reported that a large tractor had been driven dangerously through Aylburton partially on wrong side of carriageway. Should we contact Road Safety Partnership? Contact MP as this is becoming an increasing problem.

Councillor Heys has written to Chris Walsh, Glos CC Highways, regarding the pavement issue around The Globe.

b) **To note** any updates on highways matters. **None.**

**17. CORRESPONDENCE**

**Resolved to note** correspondence for information.

**18. COUNCIL**

a) **Resolved to receive** The Clerk's Report.

b) **Resolved to receive** Councillors reports and items for future agendas.

Councillor Powell reported that Barnage Farm is due to submit a planning application for a micro brewery.

c) **Resolved to note** the date of the next Full Council Meeting – **Thursday 13<sup>th</sup> June 2024 at 7.30pm.**

**The meeting concluded at 21.23hrs**