

# ALDERTON PARISH COUNCIL

CLERK: Tamsin James, 9 Bowler Road, Northway, Tewkesbury, GL20 8RZ  
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MINUTES: of a Parish Council meeting held in St Margaret's Church, Alderton on Tuesday 21<sup>st</sup> July 2020 at 7.30pm.

PRESENT: Parish Councillors: Keith Page (Chairman), Ian Hopkins, John Kettle, Jim Keating, Dennis Rayton and Mike West

In attendance: Tamsin James, Clerk

0 parishioners

- 1. Election of Chairman and acceptance of office** - Cllr Page was proposed, seconded and elected unopposed for the forthcoming year and he signed the acceptance of office.
- 2. To accept apologies for absence** – apologies were accepted from Borough Councillors John Murphy and David Gray.
- 3. Election of Vice-Chairman and acceptance of office** - Cllr Rayton was proposed, seconded and elected unopposed for the forthcoming year and he signed the acceptance of office.
- 4. To elect the following representatives.** It was unanimously agreed to appoint the following:

**Members of Planning Committee** – Cllrs Page, Rayton and West  
**Chairman of Neighbourhood Development Plan Group** - Cllr West  
**Allotment Supervisor** - Cllr Keating  
**Village Hall representative** - Cllr Page

- 5. To receive Declarations of Interest in items on the agenda** - Cllrs Keating and Rayton, item 14, allotments

*The meeting was not adjourned as no parishioners were present.*

- 6. To confirm the minutes of the Parish Council meeting held on 17<sup>th</sup> March 2020 and to agree actions on the matters arising from this meeting.** The minutes were approved and signed as a correct record. Matters arising were:
  - Weetwood survey – this had been delayed due to the Coronavirus pandemic but information would be sent to the Parish Council around the beginning of August.
  - Phone box defibrillator – replacement machine purchased and installed in Cambridge Square phone box
- 7. To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2019-20.** Councillors reviewed and agreed the Annual Governance Statement. The Chairman and Clerk duly signed Section 1 of the Annual Return.
- 8. To approve the Parish Council's accounts and Section 2 of the Annual Return for 2019/20 for submission to PKF Littlejohn for Audit and to note the internal auditor's report and recommendations.** All agreed that the accounts be approved and the Chairman signed Section 2 – Accounting Statements 2019/20 of the Annual Return. The Internal Audit had been completed by David Percy and he had reported that there were no matters requiring attention.
- 9. To agree dates and times of the Parish Council's 2020/21 Meetings.** The following dates were agreed: 2020 15 Sept, 20 Oct, 17 Nov, 15 Dec. 2021: 19 Jan, 16 Feb, 16 Mar, 20 Apr, 18 May. The Parish Council would meet every two months but the interim dates were reserved in case a meeting was required in between.

**10. To ratify decisions taken since 17<sup>th</sup> March 2020.** Due to the Coronavirus pandemic no meetings had taken place. Councillors unanimously agreed to ratify the following decisions that had been taken since the last meeting on 17<sup>th</sup> March 2020:

- Payment of accounts – as per attached schedule
- Renewal of Local Councils Insurance with BHIB Ltd
- Pest control at allotment site and Playing Field (originally agreed under minute 496/19-20/858 = as part of maintenance costs for allotments and Playing Field)
- Annual Inspection of Play Area - Undertaken on 23.4.2020 with no items requiring repair or replacement.
- Replacement of Allotment Site main gate (originally agreed under minute 496/19-20/858 – as part of maintenance costs for allotments)
- Submission of proposal to claim S106 funding for pitch improvements at Playing Field (included purchase of mower, building of secure storage shed, selective weedkiller on Field and re-siting of goal posts)
- To re-open play area following advice from Borough Council and completion of risk assessment

**11. To note Planning decisions** (all noted)

9 Beckford Road, Alderton (19/01009/FUL) - Erection of 2 No. two storey semi-detached dwellings and provision of associated vehicular access and parking areas and hard and soft landscaping. Permission for development, with conditions, dated 21.4.2020

9 Franklin Road, Alderton (20/00091/FUL) - Erection of a single storey rear extension with pitched roof. Permission for development, with conditions, dated 30.3.2020

Dixton Manor, Dixton, Gotherington (20/00042/FUL) - Proposed demolition of existing stable block and replacement with new stable block and associated outbuildings, felling of 6 no. Trees following on from previous consents 17/00048/FUL & 17/00049/LBC. Resubmission of application reference 19/00500/FUL and 19/00501/LBC. Permission for development, with conditions, dated 17.3.2020.

Sunrise Bungalow, Gretton Fields, Gretton (20/00174/FUL) - Erection of a rear extension, loft conversion and removal of existing garage. Permission for development, with conditions, dated 24.4.2020.

34 Beckford Road, Alderton (20/00092/FUL) - Erection of a rear extension, erection of front lean-to porch and partially render external walls. Permission for development, with conditions, dated 30.4.2020.

Holtash, Stow Road, Alderton (20/00285/FUL) - Demolition of the existing rear conservatory and erection of a single storey rear extension. Permission for development, with conditions, dated 16.6.2020.

10 Beckford Road, Alderton (20/00425/FUL) - Re-profile of stone wall from an "L" shape into a straight line to provide additional off road parking space. Permission for development, with conditions, dated 8.7.2020.

### **Enforcement**

Structure to rear of Gardeners Arms, Willow Bank Road, Alderton – The Borough Council were in discussions with the owners with regards to the submission of an application.

The Hobnails Inn, Little Washbourne (20/00189/FUL) - Erection of boundary wall and gates (retrospective application). Gloucestershire Highways had recommended refusal on highway safety grounds and also stated that the boundary fence had been sited on Highways land.

**12. To agree or note Highways matters**

- Professional indemnity insurance cover for SID – a resident and the Parish Council had submitted formal complaints to the County Council regarding the lack of co-operation from Highways legal services. As a result the draft legal agreement had been received that morning and this omitted the requirement for Professional Indemnity insurance.

The Clerk would obtain advice from BHIB on the Parish Council's liability under clause 2.8. Once this had been satisfactorily clarified the Clerk would request an agreement for signature. Cllr Hopkins agreed to set up the data management for the SID.

- Winter Maintenance – a request for extra salt stocks had been made to Gloucestershire Highways for delivery to the Snow Warden. Highways would fill the grit bins prior to winter.
- Installation of new grit bin on junction of St Margaret's Road and St Margaret's Drive – a request had been made to Highways for permission to purchase and site a new bin (Glasdon Slimline, 160ltr capacity, colour green)
- Ellenor Drive pavement re-surfacing – completed in June 2020
- Beckford Road – patch repairs had been carried out at the beginning of July outside Manor Farmhouse.

### **13. To agree or note matters relating to the Changing Facility and Playing Field**

Management of unauthorised access to Changing Facility and football pitch. For the past few weeks a group of footballers had been using the pitch and had stored some goal posts in the Changing Facility. This had been carried out without Parish Council permission. A representative of Alderton Football Club had stated that it was not their Club that was using the pitch. As a safety precaution the locks had been changed on the Facility but the following week the footballers had accessed the building to remove the goal posts. Despite warning notices and a direct request to stop playing, the footballers had refused. The Parish Council had requested their insurance details along with a Covid risk assessment but they had also refused to supply this. It was agreed that the Parish Council take advice from the Borough Council and police as to how to manage this use of the Playing Field. The problem would also be highlighted in the next edition of the village newsletter. It was further agreed that Cllr Page purchase and install replacement locks and extra bolts for the Changing Facility doors (cost approximately £50).

Tewkesbury Colts had expressed an interest in using the pitch and Cllrs Page and Keating had recently met a representative to discuss the hire and the Colts' requirements. The Colts would be using the pitch on 23rd July for a trial session.

Cllr Page reported on progress with the purchase of a mower and building of the storage shed. The Borough Council had agreed to the Parish Council's proposal to claim S106 grant funding for the following items: purchase of rotary mower, building of secure storage shed, selective weedkiller spraying of playing field and moving goal posts.

Graham Keeling Machinery Sales were in the process of sourcing a suitable mower. The storage shed would be sited on the northern side of the Changing Facility. Cllr Page would be meeting Park & Landscape Services on site to discuss moving the goal posts following their quotation of 29.6.2020 (£497.00 + VAT). It was agreed he would also ask them to quote for laying a concrete shed base. It was agreed that the Clerk instruct Greenfields to apply the selective weedkiller (quotation 5.11.19, £470.00 + VAT) and also quote for filling in and re-seeding the areas of mole divots.

It was agreed to submit a claim to the Emergency Community Grant scheme, run by the Borough Council, in order to claim funding for Covid cleaning of the Changing Facility. Possible items to consider were: Nilfisk floor scrubber £700, one-off fogging of Facility £250, fogging machine with training £1400 and hand sanitisers.

Play area inspection reports – due to the Covid 19 pandemic, it was agreed that it would be safer if inspections were now carried out by the Parish Council. This would continue to be on a weekly basis.

The Millennium Copse tree works had been completed by Arbor Vale Trees Services in March 2020.

### **14. To agree or note Allotment matters**

It was agreed that plot rentals should remain as follows: full plot = £55, ½ plot = £30, ¼ plot = £25, southern plot = £21, apprentice = £15, new plots £30 & £25.

It was unanimously agreed to issue a Notice to Quit for the tenant on Plot 3A as it was not properly cultivated and the tenant had encroached onto the grass path and a neighbouring plot. There had also been various complaints about seeding weeds.

The following items were noted: the site was now full, the portable toilet removed due to Covid, two LBC containers had been provided for extra water availability/storage, composters and water butts had been received via a Greenfields Trust grant and distributed to tenants.

## 15. To receive Correspondence for action & noting

- By-Election for County Councillor (due to death of Roger Wilson) - planned for 26<sup>th</sup> March 2020 but suspended due to Covid.
- Election of Police & Crime Commissioners - planned for 7<sup>th</sup> May 2020 and is to be moved forward to 6<sup>th</sup> May 2021 due to Covid.
- Tewkesbury Borough Plan - submitted to the Secretary of State for Housing, Communities and Local Government for examination on 18<sup>th</sup> May 2020
- The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 – work was currently being undertaken to ensure the Parish Council website complied with the legislation.

## 16. Finances

- To receive the current state of accounts @ 30<sup>th</sup> June 2020.** Current Account balance = £383.66, Deposit Account = £ 24806.08. Budget v Actual attached at end of minutes.
- To approve payments and note receipts:** Copies of the invoices had been circulated to councillors prior to the meeting. Cllr Keating had reviewed and agreed the following 2020 bank reconciliations: March, April, May & June 2020 (June 2020 attached at end of minutes). The following items of direct debits and invoices were approved:

Chq no	Payee	Purpose	Authority	Amount	VAT	Chq value
DD 16.7.20	Southern Electric	telephone box electricity 2.7.20 to 1.7.20	LGA 1972 s.111	£5.66	£0.28	£5.94
DD 18.7.20	EDF Energy	Changing Room electricity	LG(MP)A 1976 s.19	£20.00	£0.00	£20.00
1464	PATA	Clerk's payroll April – June 2020	LGA 1972 s.111	£23.25	£0.00	£23.25
1465	Greenfields Garden Services	Playing Field grass cutting	LGA 1972 s.111	£156.00	£31.20	£187.20
1466	Jim Keating	Reimbursement for combination lock purchase	LGA 1972 s.111	£6.66	£1.33	£7.99
1467	Tamsin James	Clerk's expenses 20.5.2020- 15.7.2020	LG(FP)A 1963 s5	£59.84	£6.59	£66.43
1468	Keith Page	Reimbursement for TMV valve purchase	LGA 1972 s.111	£21.25	£4.25	£25.50
SO 27.7.20	Tamsin James	Clerk's salary – July 2020	LGA 1972 s.112(2)	£619.32	£0	£619.32

The following payments were noted as having been received since March 2020:

Date	Source	Purpose	Amount
10.3.2020	Lloyds Bank	Interest on Business Banking account	£ 0.84
March 2020	Tenants	Allotment rent	£1134.65
9.4.2020	Lloyds Bank	Interest on Business Banking account	£ 0.87
7.4.2020	Alderton Football Club	Match fees	£ 20.00
April 2020	Tenants	Allotment rent	£ 43.58
11.5.2020	Lloyds Bank	Interest on Business Banking account	£ 0.97
May 2020	Tenants	Allotment rent	£ 259.34
9.6.2020	Lloyds Bank	Interest on Business Banking account	£ 1.06
26.6.2020	HMRC	VAT reclaim,	£ 215.17
June 2020	Tenants	Allotment rent	£ 118.00
		<b>Total</b>	<b>£1794.48</b>

The Chairman concluded the meeting at 9.20pm and thanked everyone for their attendance.

Next Parish Council Meeting: 22<sup>nd</sup> September 2020, 7.30pm, venue to be agreed and subject to Covid guidelines.

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Chairman

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Date

**2020 Meeting Dates** - 15 Sept, 20 Oct, 17 Nov, 15 Dec  
**2021 Meeting Dates** - 19 Jan, 16 Feb, 16 Mar, 20 Apr, 18 May.

**ALDERTON PARISH COUNCIL- BUDGET v ACTUAL as at 30th June 2020**

2019/20 £	2020/21 £	Detail	Actual £	Difference £
<b>Actual</b>	<b>Budget</b>	<b>Receipts</b>	<b>Actual</b>	<b>Difference</b>
15738	19507	carried forward	20395	888
17600	17600	Precept	8800	-8800
2138	1956	Allotment rents	421	-1535
704	280	Changing Facility Receipts	20	-260
286	286	Grass Verges	0	-286
11	11	Interest	3	-8
895	9884	S106 play pitches	0	-9884
0	1452	S106 play facility	0	-1452
0	0	Solar Receipts	0	0
1846	0	Other funding/grants	0	0
2987	2978	Vat reclaim	215	-2763
<b>42205</b>	<b>£ 53,954</b>	<b>Total income</b>	<b>£29,854</b>	<b>-24100</b>
<b>Payments</b>				
7432	7432	Staff Salary	1858	5574
690	600	Admin Expenses	99	501
360	360	Audit	60	300
273	400	Insurance	273	127
130	120	Hall Hire	0	120
565	800	Grass Verges	0	800
3312	1471	Playing Field Maintenance	335	1136
895	9884	Playing Field - Pitches S106	0	9884
0	1452	Playground Improvements S106	0	1452
0	1440	Play Area Repair Reserve	0	1440
0	5000	Changing Facility - solar	0	5000
1276	1292	Changing Facility - maintenance	113	1179
1250	1250	Allotments - GCC rent	625	625
276	400	Allotments - water etc	94	306
1374	4660	Allotments - maintenance	890	3770
6	648	Village Assets - maintenance	0	648
421	460	Subscriptions	60	400
200	250	Training	0	250
35	35	Data Protection	0	35
0	3000	Professional Fees Reserve	0	3000
333	170	Village Communications	28	142
1200	2095	Defibrillator	0	2095
0	500	B4077 Road Safety	0	500
246	1800	Planning Reserve	0	1800
20	200	IT Equipment	80	120
0	0	S137	0	0
69	70	Phone Box electricity	17	53
0	5000	General Reserve	0	5000
1447	3165	VAT paid	344	2821
<b>21810</b>	<b>£ 53,954</b>	<b>Total Expenditure</b>	<b>£4,875</b>	<b>£ 49,079</b>
<b>Balance in hand</b>			<b>24979</b>	

**ALDERTON PARISH COUNCIL**

**BANK RECONCILIATION**

Period to: 30th June 2020

Lloyds TSB Current & Deposit A/cs		£	£
Balance per Treasurers Acc	30th June	383.66	
Balance per Business Acc	30th June	24806.08	
			25189.74
Less:			
outstanding/unpresented cheques			
	1441 - 17.3.2020	11.00	
	1454	12.50	
	1460	<u>187.20</u>	
			210.70
<b>Reconciled balance</b>			<b>24979.04</b>
<b>Cash Book Summary</b>			
Opening balance 1.4.20			20395.15
Add: receipts to date		9458.99	
Less: payments to date		4875.10	
			4583.89
<b>Cash Book balance</b>			<b>24979.04</b>

ALDERTON PARISH COUNCIL

COMPLETED PAYMENTS RATIFIED AT 21.7.2020 MEETING

Payee	Chq no	Net amount	VAT	Total	Purpose	Authority
<b>March 2020</b>						
GRCC	001443 23.3.20	£25.00	£0	£25.00	Annual membership 2020/21	LGA 1972 s.111
Love Local Magazines	001444 24.3.20	£20.00	£4.00	£24.00	Allotment advertising	LGA 1972 s.111
PATA (UK)	001445 26.3.20	£23.25	£0	£23.25	Clerks payroll January – March 2020	LGA 1972 s.111
Arbor Vale Tree Services	001446 26.3.20	£360.00	£0	£360.00	Tree works at Playing Field	LGA 1972 s.111
Water Plus	001447 26.3.20	£10.07	£0	£10.07	Millennium Copse water supply 1.12.19 – 25.3.20	LGA 1972 s.111
T James	SO 27.3.20	£619.32	£0	£619.32	Clerk's salary – March 2020	LGA 1972 s.112 (2)
<b>April 2020</b>						
S K Pest Control	001448 1.4.20	£250.00	£0	£250.00	Pest control at allotments & Playing Field	LGA 1972 s.111
Glos County Council	001449 6.4.20	625.00	£0	£625.00	Allotment site rent 30.9.19 – 25.3.2020	LGA 1972 s.111
Southern Electric	DD 18.4.20	£5.66	£0.28	£5.94	Phone box electricity 3.3.2020 - 1.4.2020	LGA 1972 s.111
EDF Energy	DD 18.4.20	£33.00	£0	£33.00	Changing Facility electricity – March payment	LG(MP)A 1976 s.19
T James	SO 27.4.20	£619.32	£0	£619.32	Clerk's salary – April 2020	LGA 1972 s.112 (2)
<b>May 2020</b>						
Playsafety Ltd	001450 5.5.20	£79.00	£15.80	£94.80	Annual inspection of play area	LGA 1972 s.111
B & W Hire Ltd	001451 5.5.20	£82.80	£0	£82.80	Hire of portable toilet for allotment site	PHA 1936 s.87
David Percy	001453 5.5.20	£60.00	£0	£60.00	Internal audit of Council 2019/2020 accounts	LGA 1972 s.111

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Payee	Chq no	Net amount	VAT	Total	Purpose	Authority
John Threadingham	001454 5.5.20	£12.50	£0	£12.50	Overpayment of 2020/21 allotment rent	LGA 1972 s.111
Water Plus Ltd	001455 11.5.20	£36.00	£0	£36.00	Allotment water supply 24.10.2019 - 27.1.2020	LGA 1972 s.111
Southern Electric	DD 18.5.20	£5.66	£0.28	£5.94	Phone box electricity 2.4.2020 - 1.5.2020	LGA 1972 s.111
EDF Energy	DD 18.5.20	£33.00	£0	£33.00	Changing Facility electricity – April payment	LG(MP)A 1976 s.19
F H Greening	001456 24.5.20	£45.83	£9.17	£55.00	Diesel for upkeep of allotment site & empty plots	LGA 1972 s.111
Geosphere Ltd	001457 27.5.20	£60.00	£12.00	£72.00	Parish Online subscription 2020/21	LGA 1972 s.111
Tamsin James	001458 27.5.20	£207.34	£21.01	£228.35	Clerk's expenses 12.3.2020 – 19.5.2020	LG(FP)A 1963 s.5
T James	SO 27.5.20	£619.32	£0	£619.32	Clerk's salary – May 2020	LGA 1972 s.112 (2)
BHIB Limited	001459 28.5.20	£272.58	£0	£272.58	Annual Local Council Insurance 2020/21	LGA 1972 s.111
<b>June 2020</b>						
Southern Electric	DD	£5.81	£0.29	£6.10	Phone box electricity 2.5.2020 - 1.6.2020	LGA 1972 s.111
EDF Energy	DD	£33.00	£0	£33.00	Changing Facility electricity – May payment	LG(MP)A 1976 s.19
Greenfields Garden Services	1460	£156.00	£31.20	£187.20	Playing Field grass cutting – May 2020	LGA 1972 s.111
Water Plus	1461	£13.76	£0	£13.76	Millennium Copse water supply 25.3.20 - 4.6.20	LGA 1972 s.111
<b>Payee</b>	<b>Chq no</b>	<b>Net amount</b>	<b>VAT</b>	<b>Total</b>	<b>Purpose</b>	<b>Authority</b>
Park & Landscapes Ltd	1462	£625.00	£240.00	£865.00	Replacement of Allotment Site main gate	LGA 1972 s.111
Water Plus	1463	£45.17	£0	£45.17	Allotment site water supply 27.1.20 - 24.4.20	LGA 1972 s.111
T James	SO 29.6.20	£619.32	£0	£619.32	Clerk's salary – June 2020	LGA 1972 s.112 (2)

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