

**Minutes of the Parish Council Meeting held at Alderton Village Hall on  
Tuesday, 17 September 2024 commencing at 7.00pm.**

**Present:** M Davies (Chair), N Broderick, M West, D Rayton, J Kettle, P Woodman  
**Attendance:** Parish Clerk, Borough Cllr Madel, County Cllr Gray and 1 member of the public were in attendance.

**240917/01 To accept apologies for absence and confirm the meeting is quorate**  
No apologies were received.

**240917/02 To receive Declarations of interest for items on the agenda below**  
Cllr D Rayton for **240917/07.4** - 22 St Margarets Rd, and **240917/07.7** - 20 Orchard Road  
Dispensation Cllr Woodman - Allotments  
Cllr Woodman declaration of interest in **240917/09.2** contractor

**240917/03 Tribute to Former Chairman Geoffrey Agg**  
We have received a suggestion to honor Geoffrey Agg's remarkable service to the community by dedicating a road in his name. This suggestion will be formally put forward for consideration with the new road name consultation. In addition, APC will look into placing a plaque on a bench at the playing field in his memory, recognizing his outstanding contributions.

**240917/04 To receive comments from members of the public**  
No Comments were received

**240917/05 To confirm and sign the minutes of the Parish Council meeting held on 20 August 2024**  
The minutes of the meeting held on 20 August 2024 were **AGREED by COUNCIL** and signed by the Chair.

**240917/06 To receive the County and Borough Councillors' reports**  
Cllr Gray provided the County council report and shared the following updates:

- Cllr Stephen Davies (was children's services) was elected as the new Leader of Gloucestershire County Council. Cllr Davies takes over from Cllr Mark Hawthorne.
- Current schemes include: Swimming for all, Footpaths rights ways and the Court system
- There is a newly appointed Highways manager, Jacob Cotteral, for our region
- Blackshed Junction: A new safety manager has been appointed, and a design for improvements is being developed for public consultation, including associated junctions.
- Junction 9 will go to an initial public consultation in October with 3-4 options
- Junction 10 is out for public consultation
- The GCC team met with MP Cameron Thomas, discussing support for Garden Communities and sustainable infrastructure around Junctions.
- **ACTION** Clerk to invite Cllr Thomas to visit Alderton to see firsthand the challenges we are facing due to the increasing number of new housing developments.
- Cllr West attended the recent Garden Communities meeting, which was well attended.
- GCC is in a good financial position and on budget.
- The Build Back Better scheme remains available for small capital projects and village assets.
- Willow Bank: CCTV monitoring and drainage clearing have helped improve water flow, with further work awaiting a drainage scheme.
- The broken fence of the School field has reported for repair and repairs to the path in front of the fence are scheduled for next year.

Cllr Madel provided the Borough council report and shared the following updates:

- The name change of Tewkesbury Borough Council to North Gloucestershire Borough Council has been confirmed.
- The council is currently in the recovery phase following a recent cyber-attack and is gradually restoring its systems. At present, they are prioritizing urgent emails, with a primary focus on housing and social care. A meeting is scheduled for next week, where they hope to have more systems back online.

**240917/07 Planning**  
**1. To discuss planning application and agree actions**

Reference	Location	Description	Comments
1. 24/00655/APP	Land At 1100, St Margarets Drive, Alderton	Reserved Matters (appearance, scale, layout and landscaping) in respect of outline planning permission 22/00624/OUT for the demolition of 16 St Margaret's Drive and the erection of up to 48 dwellings, associated infrastructure, landscape and biodiversity enhancements with details of access and all other matters reserved.	<b>ACTION</b> Cllr Broderick to submit comments to planning officer on urban design

24/00036/NMA	Land Parcel 0088 Willow Bank Road Alderton	Non- material amendment application in order to make the highway arrangements of sufficient specification for adoption by the relevant Highways Authority.	
2. 22/00998/FUL	Land Behind 52-74 Willow Bank Road Alderton	Full planning application for the erection of 48 dwellings with associated infrastructure and amenities along with demolition of an existing dwelling on land to the west of Willow Bank Road, Alderton	No response to APC contact from the owners and developers, Owl Homes.
3. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	Full objection and addendum submitted by APC.
4. 23/00720/FUL*	Land Adjacent To 22 St Margarets Road Alderton	Proposed dwelling and altered access	No update.
5. 24/00393/OUT	Part Parcels 6318 And 6536 Beckford Road Alderton	Outline planning application with all matters reserved (except for access from Franklin Road) for up to 35 dwellings, including affordable housing, allotments and associated infrastructure	No update. <b>ACTION</b> Cllr Broderick to submit further comments on amendments.
6. 24/00606/FUL	Greystones 6 - 8 Beckford Road Alderton	Erection of detached summer house ancillary to existing dwelling	A site visit was conducted, and objection comments have been submitted. The development is visible from the Area of Outstanding Natural Beauty (AONB), and there are concerns regarding the compromise of hedge and tree roots due to the foundations, potentially affecting the stability of the first storey.
7. 24/00622/FUL*	20 Orchard Road Alderton	Replacement single garage for double garage with annex above with associated windows and rooflights	Awaiting revised drawings
8. 23/01148/PIP	Land To West Of Willow Bank Road Alderton	APPEAL against refusal of planning permission	Deadline for submissions is 18/09/24. The Planning Inspectorate has granted a one-week extension for comments, with the Parish Council's deadline now set for 24/09/24. Appeal suggestions have been made regarding the inclusion of a footpath to the village, as well as addressing pipe and access concerns. A self-build scheme is also being considered. <b>COUNCIL AGREED</b> to engage a landscape consultant for a technical note review before submitting objections
9. 24/00649/LBC	2 Church Road, Alderton,	Retrospective form of openings 'A' and 'B' and stud partition and removal of two chimney breasts at ground and first floor (internal Alterations).	<b>COUNCIL AGREED</b> to no comment. Alterations carried out are not part of the listed building.

\* Cllr Rayton left the room and did not participate in discussions

## 2. Planning decisions

Reference	Location	Description	Decision
1. 24/00678/DEM	Land At 1100 St Margarets Drive	The demolition and removal of 1no. building No.16 St Margarets Drive	Intervention
2. 24/00513/FUL	20 St Margarets Road Alderton	Proposed single storey rear extension and re modelled front porch.	Permit
3. 24/00234/FUL	Alley Cottage, Beckford Road	Extend height of front dormer and alterations	Permit

- To record income received up to 31 August 2024, to ratify payments made between meetings and

**COUNCIL NOTED** August receipts received

Date	Purpose	Amount £
9-Aug	Lloyds - bank interest	26.16
9-Aug	Lloyds - bank interest	15.47
31-Aug	Lloyds - bank interest (CIL saving)	100.50
	TOTAL	<b>142.13</b>

**COUNCIL APPROVED** the September 2024 Payments list

	Payee	Description	Authority	Amount	VAT	Total
DD	SSE	Phonebox electricity	PHA 1936, s,234	0.00	0.00	<b>0.00</b>
DD	EDF	Changing facility Electricity	LG(MP)A 1976 s.19	45.00	0.00	<b>45.00</b>
FPO	Greenfields	Ground maintenance (July)	LG(MP)A 1976 s.19	243.76	48.75	<b>292.51</b>
FPO	B&W	Toilet hire (July)	LGA 1972 s.111	88.00	17.60	<b>105.60</b>
FPO	C. Bridges	Clerks salary (August)	LGA 1972 s.112s.2	837.46	0.00	<b>837.46</b>
FPO	HMRC	NI & PAYE (August)	LGA 1972 s.112	44.11	0.00	<b>44.11</b>
DD	NEST	Pension contribution Aug	LGA 1972 s.112	132.23	0.00	<b>132.23</b>
FPO	Sutton Cox Architects	Village Hall feasibility exercise 1.01-1.05 (CIL)	LGA 1972 s.133	1858.00	371.60	<b>2229.60</b>
FPO	Sutton Cox Architects	Village Hall feasibility exercise 1.06 (CIL)	LGA 1972 s.133	386.40	77.28	<b>463.68</b>
FPO	PJF LittleJohn LLP	AGAR 23/24	LGA 1972 s.111	420.00	84.00	<b>504.00</b>
FPO	National Allotment Society	NAS membership	LGA 1972 s.137	55.00	11.00	<b>66.00</b>
FPO	A&E Fire & Security	Annual fire and safety checks of the changing facilities	LGA 1972 s.111	90.94	18.19	<b>109.13</b>
FPO	PATA	Payroll & Pension arrears calculation	LGA 1972 s.112	74.45	0.00	<b>74.45</b>
FPO	CDRC Construction	Play Area repairs & improvements (s106)	LGA 1972 s.19	950.00	0.00	<b>950.00</b>
FPO	CDRC Construction	Patio repair and bench base	LGA 1972 s.111	1355.00	0.00	<b>1355.00</b>
FPO	WaterPlus	Allotment water	Allotments Act 1908	103.78	<b>0.00</b>	<b>103.78</b>
FPO	WaterPlus	Changing Facility water	LGA 1972 s.133	39.07	<b>0.00</b>	<b>39.07</b>
		<b>TOTAL</b>				<b>£ 7351.62</b>

**COUNCIL NOTED** that the CDRC Construction invoice is higher than original quote due to the increased costs having to replace 15 broken slabs (£12 each) rather than the estimated 6.

**COUNCIL NOTED** there is an additional cost on Sutton Cox Architects for the purchase of verge ownership information.

**ACTION** Clerk to setup a separate meeting for an update on the village hall redevelopment project.

**COUNCIL NOTED** that there is a credit of £83.54 on the EDF invoice. Direct debit will remain at £45 per month, Council Agreed to continue with this direct debit.

**ACTION** Clerk to follow-up with SSE Energy to find out why we haven't had an invoice for the electricity for the phonebox.

- To approve bank reconciliation

**COUNCIL APPROVED** the bank reconciliation for the current state of accounts 31 August 2024 (Appendix A).

**COUNCIL NOTED** the following internal transfers:

- £5,000 from the business saving account to the current account.
- £654.16 from the CIL business account to the current account for the benches
- £2150.01 from the CIL business account to the current account for the August Village Hall surveys invoice

- To receive the budget monitoring report

**COUNCIL NOTED** the budget monitoring report (Appendix B).

**COUNCIL NOTED** that pension has been added, however no budget was allocated in the 2024-25 budget.

**4. To consider expenditure items for S106 and CIL monies and agree actions**

None.

**5. To consider the purchase of a remembrance wreath**

It was **AGREED** to purchase a remembrance wreath on behalf of the village. It was suggested to liaise with the church, who also purchase a wreath to have one wreath to minimize wastage.

**ACTION** Cllr West to liaise with the church and order a wreath.

**240917/09**

**To receive an update on maintenance of Parish Council Assets:**

1. **Speed Sign (VAS)** – no update
2. **Old village shop** - APC has secured £7106 heritage grant. The quote will need to be updated and site visit.
3. **Painting the external cladding of the changing facilities** – Treatment has been applied, and awaiting results.
4. **Parish notice boards** – no update on the broken lock. Quote received to refurbish the notice board by the war memorial would be £150 this was **AGREED** by the council
5. **Play area improvements** – The mound reprofiling has been completed and now requires grass reseeding **ACTION:** Cllr Davies to oversee the reseeding.  
**COUNCIL AGREED** to the installation of an additional pedestrian Playsafe gate to be fitted on the western side of the fencing.  
**ACTION** Clerk to contact contractor for a revised quote  
**ACTION** Cllr Rayton and Cllr Kettle to meet with contractor to discuss and review the releveling of the playing field entrance.  
A quote for £250 was received for repainting the swing.  
**COUNCIL AGREED** to this quote and proceed with this work as it highlighted in the ROSPA report.

**240917/10**

**To agree or note matters relating to the Allotments**

1. **Plot holders concerns over unmuzzled dog on the allotments –**  
**ACTION** The Clerk will issue a notice to all plot holders, reminding tenants that all dogs must be kept under control in accordance with the tenancy agreement.
2. **To discuss and agree the rent of the allotments plots for 2025/26 season**  
Councillors reviewed the income and expenditure for the allotments for 2022/23 and 2023/24. It was agreed to revisit the rent review at the December meeting, once all payments and rents for the current season have been received.
3. Reports of vermin on the allotment site **ACTION** Clerk to follow-up with the pest control contractor

**240917/11**

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

1. **COUNCIL NOTED** that the annual Fire and Safety checks had been completed with no issues raised.
2. **Play area inspections** - No matters arising from inspections.
3. **Football parking complaint from residents** – Concerns were raised by residents regarding obstructive parking during Saturday's football tournament. Residents are encouraged to report any problem areas directly.  
**ACTION** Clerk to request the FC to recirculate the parking protocol to all visiting teams and request the appointment of a parking marshal to manage the situation.
4. **To receive update on moles** – no update.
5. **School usage** – No response from the school, **ACTION** Clerk to follow-up for a meeting.
6. Cllr Davies has reported that the mower is up and running for additional cuts and rolling.

**240917/12**

**To agree or note matters relating to Highways**

1. **Flooding in the village and agree actions**  
Follow-up meeting scheduled Tuesday 24<sup>th</sup> with all relevant parties.

**240917/13**

**To receive an update on the community consultation for Section 106 and CIL priorities and agree actions**

Agreed meeting with GRCC for 22 October to discuss next stage of the community consultation.

**240917/14**

**To receive an update on the School Playing Field and the Community Right to Bid application and agree actions**

GCC have no current plans for the site, there is no activity.

The Council discussed the option of taking responsibility of the field.

**ACTION** Clerk to contact GCC to seek advise

**240917/15**

**To receive an update on S106 requirements for Part Parcels 6318 And 6536 Beckford Road Alderton**

**ACTION** Cllr Broderick to follow-up

**240917/16**

**To review and approve the following documents:**

1. Review Document Retention Policy - It was **RESOLVED** that this policy be approved.
2. Review Complaints Policy - It was **RESOLVED** that this policy be approved.

**240917/17**

**To note agenda items for next meeting 15 October**

Meeting closed at 10 pm. Date of next Meeting: 15 October 2024 commencing at 19.00pm, in Alderton Village Hall.

.....  
Chairman

.....  
Date

**2024 Meeting Dates:** 15 Oct, 19 Nov, 17 Dec

**APPENDIX A**

**BANK RECONCILIATION AT 31 AUGUST 2024**

<b>Lloyds TSB Current &amp; deposit Accs</b>		£
Balance per Lloyds TSB C/A statement	31/08/24	5571.31
Balance per Lloyds TSB B/A statement (CIL)	31/08/24	12853.18
Balance per Lloyds TSB B/A statement	31/08/24	19852.41
Balance per Lloyds TSB S/A statement (CIL)	31/08/24	60000.00
Balance per Lloyds TSB S/A statement (CIL)	31/08/24	30767.44
<b>Internal Transfer</b>		
14/08/2024	B/A (CIL) > C/A - benches	654.16
	B/A (CIL) > C/A - Village Hall	
21/08/2024	survey	2150.01
21/08/2024	B/A > C/A	5000.00
<b>Reconciled balance</b>		<b>£ 129,044.34</b>

**Cash Book Summary**

Opening balance at 1st April 2024		124647.84
Add	receipts in the year	22101.67
Less	payments in the year	17705.17
<b>Cash Book balance</b>		<b>£ 129,044.34</b>

**APPENDIX B**  
**BUDGET v ACTUAL Year 24/25**

2023/24	2024/25 Financial Year			
Actual £	Budget £	Receipts	Actual £	Difference £
19040	20072	Precept	20072	0
2324	2200	Allotment rents	211	-1989
1431	750	Changing Facility Receipts	150	-600
0	0	Grass Verges	0	0
1030	200	Bank Interest	726	526
89891	0	CIL	0	0
0	0	S106 play facility/pitch	833	833
345	300	Solar Receipts	109	-191
0	0	Other funding/grants	0	0
2281	2300	VAT reclaim	0	-2300
<b>116342</b>	<b>£ 25,822</b>	<b>Total income</b>	<b>£22,102</b>	<b>-3720</b>
<b>Payments</b>				
7114.86	9000	Staff Salary	4422	4578
	0	Pension	1003	-1003
2073.1	3500	HMRC	221	3279
268.93	500	Admin Expenses - web/stationary	434	66
457.64	500	Audit	245	255
573.7	675	Insurance	584	91
414	600	Hall Hire	180	420
420	850	Grass Verges	216	634
2477.66	3000	Playing Field Maintenance	1065	1935
0	0	Playing Field - Pitches S106	0	0
814.2	0	Playground Improvements S106	0	0
<b>0</b>	<b>1920</b>	<b>Play Area Repair Reserve</b>	<b>0</b>	<b>1920</b>
0	0	Changing Facility - solar	0	0
<b>0</b>	<b>500</b>	<b>Mower Replacement Reserve</b>	<b>0</b>	<b>500</b>
1904.52	2000	Changing Facility - maintenance	303	1697
1250	1350	Allotments - GCC rent	625	725
332.84	550	Allotments - water etc	110	440
811.63	900	Allotments - maintenance	536	364
	0	Village Events		
558.06	500	Village Assets - maintenance	763	-263
295	500	Subscriptions	347	153
45	500	Training	0	500
35	50	Data Protection	35	15
<b>840</b>	<b>3000</b>	<b>Professional Fees Reserve</b>	<b>0</b>	<b>3000</b>
0	400	Village Communications	0	400
0	100	Defibrillator	280	-180
0	500	B4077 Road Safety	0	500
<b>0</b>	<b>4800</b>	<b>Planning Reserve</b>	<b>840</b>	<b>3960</b>
499.16	0	IT Equipment	0	0
133.02	155	Phone Box electricity	0	155
750	0	CIL	0	0
<b>0</b>	<b>7045</b>	<b>General Reserve</b>	<b>0</b>	<b>7045</b>
0	0	S137		
1056.33	811	VAT paid	1347	-536
<b>£ 23,125</b>	<b>£ 44,206</b>	<b>Total Expenditure</b>	<b>£13,556</b>	<b>£ 30,650</b>