

Alderton Parish Council

Email: aldertonpc@gmail.com www. Aldertonparishcouncil.org.uk

Minutes of the Parish Council Meeting held at Alderton Village Hall on Tuesday, 16 July 2024 commencing at 7.00pm.

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

240716/01 To accept apologies for absence and confirm the meeting is quorate
Apologies were received from Cllr Davies

240716/02 To receive Declarations of interest for items on the agenda below
Cllr D Rayton for **240716/07.4** - 22 St Margarets Rd
Dispensation Cllr Woodman - Allotments

240716/03 To receive comments from members of the public
The member of the public thanked the parish council for the letter of objection to the 24/00393/OUT Beckford Road development.

240716/04 To confirm and sign the minutes of the Parish Council meeting held on 18 June 2024
The minutes of the meeting held on 18 June 2024 were **AGREED by COUNCIL** and signed by the Chair.

240716/05 To receive the County and Borough Councillors' reports
Cllr Mason provided the Borough council report and shared the following updates:

- New MP for TBC: Cameron Thomas, Liberal Democrat.
- TBC has been in purdah (pre-election period of sensitivity), causing meetings to be postponed. Currently awaiting the new government's plans with the District Councils.
- The TBC name change consultation has extended until September due to the election.

240716/06 To receive an update on maintenance of Parish Council Assets:

1. **Benches** – two new benches have been installed to replace old benches, which were not suitable for repair at location: 1) outside village hall and 2) Cambridge Square.
The councillors had previously agreed that the cost of repairing the benches was not justified, and it would be more cost-effective to replace them instead. The **COUNCIL AGREED** to offer the old benches as a donation to the allotment association for upcycling. If the AAA do not wish to accept them, the benches would be appropriately disposed of.
ACTION Clerk ask if the AAA would like to receive the donation of the two dilapidated benches for the allotments and update the Asset Register.
ACTION Cllr Kettle to look for suitable bench locations for relocation of play area bench in the playing field
2. **Speed Sign (VAS)** – no update was received
3. **Repair of the old village shop** Awaiting funding decision from the TBC Enhancing Cultural, Historical & Heritage Institutions.
4. **Painting the external cladding of the changing facilities** to commence end of August for two days.
ACTION Cllr Broderick to cost up supplies needed (e.g. Rollers and PPE)
5. **Broken door of parish notice board** – in progress Cllr Kettle to submitting a photo to supplier
6. **Play area repairs following ROsPA inspection**
ACTION Cllr Rayton to speak request quote from supplier for new bench base at the playing field and repair of entrance gateway and patio.

240716/07 To discuss planning application and agree actions

Reference	Location	Description	Comments
1. 22/00624/OUT	Land east of St Margarets Drive, Alderton	Outline Planning application for the demolition of 16 St Margaret's Drive and the erection of up to 55 dwellings, associated infrastructure, landscape and biodiversity enhancements, all matters reserved except for access to St Margarets Drive	Archeological dig is taking longer due to Saxon remains Details of the full application are still awaited. ACTION Cllr Broderick to follow up on dates
2. 22/00998/FUL	Land Behind 52-74 Willow Bank Road Alderton	Full planning application for the erection of 48 dwellings with associated infrastructure	The development is awaiting transfer of land ownership but this should be completed by mid August.

		and amenities along with demolition of an existing dwelling on land to the west of Willow Bank Road, Alderton	
3. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	No update
4. 23/00720/FUL*	Land Adjacent To 22 St Margarets Road Alderton	Proposed dwelling and altered access	New landscaping scheme with fencing has been submitted. Vehicle maneuverability remains a concern for pedestrian visibility COUNCIL AGREED to not withdraw objection and that the vegetation landscaping did not mitigate pedestrian visibility concerns.
5. 24/00234/FUL	Alley Cottage, Beckford Road	Extend height of front dormer and alterations	Conservation officer – recommended refuse Redesigns submitted COUNCIL AGREED to no further comments
6. 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	<ul style="list-style-type: none"> • APC submitted objections • Earliest possible date for planning committee would be 20th August. 3 minute representation by 1 member of APC & 1 resident speaker. • Awaiting GCC Highways comments • Gloucestershire flooding have been copied in to flooding concerns
7. 24/00513/FUL	20 St Margarets Road Alderton	Proposed single storey rear extension and re modelled front porch.	ACTION Cllr Broderick to comment on potential loss of privacy to surrounding gardens by terrace, view

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

240716/08 Finances – documents circulated prior to meeting

1. To record income received up to 30 June 2024, to ratify payments made between meetings and approve the July 2024 Payment List

June receipts received

Date	Purpose	Amount £
03-Jun	Allotment rent Plot 15E	10.50
10-Jun	Lloyds - bank interest	17.79
10-Jun	Lloyds - bank interest	32.85
11-Jun	Allotment rent Plot 15F	10.50
12-Jun	EON Energy	109.21
13-Jun	TBC - S106 playing field	833.04
14-Jun	Allotment rent Plot 10Bi	26.25
17-Jun	Allotment rent Plot 10Bii	26.25
28-Jun	Lloyds - bank interest (CIL saving)	306.49
	TOTAL	1372.88

Payments made between meetings

	Payee	Description	Authority	Amount	VAT	Total
FPO	Clear Council	Annual Insurance	LGA 1972 s.140	583.98	45.00	648.66
FPO	Cyan, Jati	2x Park benches	PCA 1957 s.1	654.16	130.84	785.00

July Payments list

	Payee	Description	Authority	Amount	VAT	Total
DD	SSE	Phonebox electricity	PHA 1936, s,234	0.00	0.00	0.00
DD	EDF	Changing facility Electricity	LG(MP)A 1976 s.19	45.00	0.00	45.00
FPO	Greenfields	Ground maintenance (June)	LG(MP)A 1976 s.19	243.76	48.75	292.51
FPO	B&W	Toilet hire (June)	LGA 1972 s.111	80.00	16.00	96.00
FPO	C. Bridges	Clerks salary (July)	LGA 1972 s.112s.2	896.03	0.00	896.03
FPO	HMRC	NI & PAYE (July)	LGA 1972 s.112	44.31	0.00	44.31
FPO	M. West	Expenses – meeting hospitality	LGA 1972, s.111	27.25	5.45	32.70

FPO	Community Heartbeat Trust	Replacement defibrillator battery (Cambridge Square)	LGA 1972 s.137	222.50	44.50	267.00
FPO	Alderton Village Hall	Hall hire (Apr, May, Jun)	LGA 1972 s.133	106.00	0.00	106.00
FPO	K. Page	Deisel for allotments	OSA 1906 s.9	49.97	9.99	59.96
FPO	Highways Advice	Technical note for planning Beckford rd	LGA 1972, s.111	840.00	0.00	840.00
TOTAL						£ 2679.51

- **COUNCIL APPROVED** the July 2024 Payments list and payments made since last meeting.
 - **COUNCIL NOTED** that the internal check was carried out in June and no actions were required
2. To approve bank reconciliation
COUNCIL APPROVED the bank reconciliation for the current state of accounts 30 June 2024 (Appendix A).
 3. To receive the budget monitoring report
COUNCIL NOTED the budget monitoring report (Appendix B)
 4. To consider expenditure items for S106 and CIL monies and agree actions
COUNCIL NOTED that TBC has released £833.04 of S106 money for the play area repairs and maintenance
ACTION Clerk to transfer CIL money for the benches to current account
 5. To consider adopting Scribe as the Parish councils accounting system with Allotment software add-on. Documentation and pricings circulated prior to meeting. This software is being used and recommended by Winchcombe Town Council. **COUNCIL AGREED** it would be a significant benefit to streamline accounts to save Clerks time from manually entering finances and running reports.
COUNCIL APPROVED the subscription to Scribe Accounting with Allotment Software from mid-August 2024 at a monthly subscription cost of £60.00 (Accounts £31 + Allotments £29), plus one-off £249.00 onboarding fees (excl. VAT) as proposed.
 6. Council considered options for hosting APC emails. Three quotes were submitted 1) £420 pa, 2) £210 pa and 3) £38.82 pa.
COUNCIL AGREED to the email hosting subscription of £38.82 pa

240716/09 To discuss S106 requirements for Part Parcels 6318 And 6536 Beckford Road Alderton
A discussion to place around the advantages of future land for infrastructure which was recommended at the community led consultation meeting.

It was noted that there is a need for increasing play equipment for older children/teens

ACTION Cllr Broderick to follow up with TBC

240716/10 To agree or note Highways Matters

1. Flooding in the village and agree actions

The meeting took place with Gloucestershire County Council, Tewkesbury Council, our County Councillor, and local landowners to discuss recent flooding events. Awaiting a report on current issues which will advise on potential actions for improvements such as holding ponds.

2. Winter update for GCC Highways

ACTION Clerk to confirm details that current Snow Warden will continue

3. Verges Willow Bank road verges have been cut

4. Discussion to place as to why GCC Highways are paying for all the repairs and strengthening the road rather than the housing developers. It was concluded that it is challenging to hold a specific developer accountable for these responsibilities.

240716/11 To agree or note Allotments Matters

1. Matters arising – Action has taken to reduce the weeds in the APC plots.

2. Set date for summer inspection of the plots – Date of inspections has been confirmed as 31st July

ACTION Clerk to notify plot holders of inspection date

240716/12 To agree or note matters relating to the Playing Field and Changing Facility

1. Matters arising - thank you to Cllr Kettle and Carol Kettle for carrying out a deep clean of the Changing facility.

2. Agree the hire agreement for Ashton 88 for the 24/25 season.

COUNCIL AGREED hire agreement with Ashton 88 subject to receiving all paperwork

3. To consider the update for fencing and mound reprofiling for the play area

seek further quotes for reprofiling Cllr Rayton & Cllr Kettle, agree quote between meetings. Agreed original quote to confirm

4. Play area inspections No matters arising from inspections

5. To receive update on moles

COUNCIL AGREED to treat the moles ready for the upcoming season

ACTION Clerk to enquire if maintenance company can roll the playing field

- 240716/13 To receive an update on the community consultation for Section 106 and CIL priorities and agree actions**
A separate meeting took place with GRCC representative. Step 1 is to establish baseline. Actions established for councilors to contribute evidence.
- 240716//14 To discuss Community Right to Bid submission and agree actions**
It has been reported that school have not continued the lease of the School playing field. Concerns were raised what will the land be used for in the future.
ACTION Clerk to contact TBC community right to bid for further clarification. Clerk to contact GCC regarding who is responsible for the land and the broken fencing of the school playing field.
ACTION Cllr West to follow up with Cllr Gray for feedback from GCC regarding future plans for the school playing field.
- 240716//15 To receive an update on the Gloucestershire’s 20s Plenty campaign and agree actions**
Cllr Woodman attended the online meeting and reported the following:
Implementing a 20mph speed zone will cost £10K. Speed awareness data collected from handheld devices will be submitted to GCC Countywide to apply pressure on the county.
It was agreed that as Alderton is not on a through road and the primarily traffic issue is not a speeding problem. Therefore, no further action will be taken at this time.
- 240716//16 To review and approve the following documents:**
1. Asset Register – audit took place on 17th June.
 - John Deere tractor mower, steam & fogger compact - confirmed
 - 6 panel display board village hall - confirmed
 - Leaf blower Alderton – **ACTION** Cllr Woodman to confirm
 - Newsletter printer HP – **COUNCIL AGREED** that the printer was no longer fit for purpose and the cost of the repair would not be of benefit as the newsletter editor has found alternative solutions.
ACTION Clerk to update the asset register
 2. Data protection **COUNCIL RESOLVED** that this policy be approved
 3. Review consent form **COUNCIL AGREED** to discontinue this form as no longer relevant
- 240521/17 To note agenda items for next meeting 20 August**
- Allotment Risk Assessment
- 240521/18 In view of the confidential nature, Council is advised to resolve to exclude the press and public from the meeting for the following item, pursuant to The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)**
COUNCIL RESOLVED to join the Government pension scheme, Nest, as soon as possible. Employer contributions to be paid, effective from the start date of the Parish Clerk. Level of contribution agreed as 8%.

Meeting closed at 10.15 pm. Date of next Meeting: 20 August 2024 commencing at 19.00pm, in Alderton Village Hall.

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Chairman

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Date

2024 Meeting Dates: 20 Aug, 17 Sept, 15 Oct, 19 Nov, 17 Dec

APPENDIX A

BANK RECONCILIATION AT 31 JULY 2024

Lloyds TSB Current & deposit Accs		£
Balance per Lloyds TSB C/A statement	30/06/24	1483.43
Balance per Lloyds TSB B/A statement (CIL)	30/06/24	15625.74
Balance per Lloyds TSB B/A statement	30/06/24	29795.54
Balance per Lloyds TSB S/A statement (CIL)	30/06/24	60000.00
Balance per Lloyds TSB S/A statement (CIL)	30/06/24	30556.24
 Internal Transfer		
Reconciled balance		137,460.95
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Cash Book Summary		
Opening balance at 1st April 2024		124647.84
Add	receipts in the year	21801.99
Less	payments in the year	8988.88
Cash Book balance		137,460.95

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	427	227
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
116342	£ 25,822	Total income	£21,802	-4020
Payments				
7114.86	9000	Staff Salary	2688	6312
2073.1	3500	HMRC	133	3367
268.93	500	Admin Expenses	98	402
457.64	500	Audit	245	255
573.7	675	Insurance	584	91
414	600	Hall Hire	74	526
420	850	Grass Verges	0	850
2477.66	3000	Playing Field Maintenance	578	2422
0	0	Playing Field - Pitches S106	0	0
814.2	0	Playground Improvements S106	0	0
0	1920	Play Area Repair Reserve	0	1920
0	0	Changing Facility - solar	0	0
0	500	Mower Replacement Reserve	0	500
1904.52	2000	Changing Facility - maintenance	213	1787
1250	1350	Allotments - GCC rent	625	725
332.84	550	Allotments - water etc	110	440
811.63	900	Allotments - maintenance	292	608
	0	Village Events	0	0
558.06	500	Village Assets - maintenance	350	150
295	500	Subscriptions	347	153
45	500	Training	0	500
35	50	Data Protection	0	50
840	3000	Professional Fees Reserve	0	3000
0	400	Village Communications	0	400
0	100	Defibrillator	0	100
0	500	B4077 Road Safety	0	500
0	4800	Planning Reserve	0	4800
499.16	0	IT Equipment	0	0
133.02	155	Phone Box electricity	0	155
750	0	CIL	0	0
0	7045	General Reserve	0	7045
0	0	S137	0	0
1056.33	811	VAT paid	655	156
£ 3,125	£ 44,206	Total Expenditure	£6,990	£ 37,216