

**Minutes of the Parish Council Meeting held at Alderton Village Hall on
Tuesday, 19 November 2024 commencing at 7.00pm.**

Present: M Davies (Chair), N Broderick, D Rayton, J Kettle, P Woodman
Attendance: Parish Clerk, County Cllr D Gray and 3 members of the public were in attendance.

241119/01 To accept apologies for absence and confirm the meeting is quorate
Apologies were received from Cllr M West and Borough Cllr Madel

241119/02 To receive Declarations of interest for items on the agenda below
Cllr D Rayton for **241119/08.4** - 22 St Margarets Rd, **241119/08.7** - 20 Orchard Road
Dispensation Cllr Woodman – Allotments and interest in **241119/09.1**

241119/03 To receive comments from members of the public
No Comments were received

241119/04 To confirm and sign the minutes of the Parish Council meeting held on 15 October 2024
The minutes of the meeting held on 15 October 2024 were **AGREED by COUNCIL** and signed by the Chair.

241119/05 To receive the County and Borough Councillors’ reports
Cllr Gray provided the County council report and shared the following updates:

- Discussions are ongoing about establishing “Places” (hubs) to improve connections between parishes and the borough level.
- Budget planning continues, with changes to National Insurance, minimum wage adjustments, and adult social care costs being factored into next year’s budget. There is optimism for a balanced budget.
- Communication regarding Junction 9 of the A46 remains active, with updates available via Gloucestershire Live.
- The cycle path project has been delayed due to issues with rabbits.

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

- Operations are gradually returning to normal following the recent cyber incident.
- The Planning Committee has approved a change to the scheme of delegation, increasing the threshold from 10 to 50 units for applications requiring committee review. This change has been implemented on a trial basis for one year, with a 21-day window for contacting the Borough Councillor about applications.

ACTION Cllr Broderick to confirm that outstanding planning application objections remain and that the matter is going to the Planning Committee for consideration.

241119/06 To agree or note matters relating to Highways

6.1 To discuss the flooding in the village and agree actions
The flooding report is still awaited, and an update regarding the culvert on School Road.
ACTION Cllr Kettle to report that overflowing drains on Willow Bank Road remain an issue.
Cllr Kettle confirmed that all salt bins in the village are full.
Empty sandbags for flooding are available but would require the purchase of sand/soil and filling.
ACTION Cllr Kettle to explore storage options for both filled and unfilled sandbags.

6.2 To discuss the Alderton Grange estates request for an additional grit bin for Beckford Road
ACTION Clerk to contact GCC Highways to investigate the cost of providing an additional grit bin.

6.3 Cllr Davies noted that the reflective post at the junction of Willow Bank Road and Beckford Road is in poor condition.
ACTION Cllr Davies to report the damaged post on FixMyStreet.

241119/07 To receive an update on the School Playing Field and the Community Right to Bid application and agree actions
A response from GCC regarding the future of the school playing field is still awaited.
GCC confirmed that the fence repair is currently in progress.
ACTION Clerk to follow up with TBC regarding the status of the Community Right to Bid application.

241119/08 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	ACTION Cllr Broderick to review the amended plans. Suggestions to ensure the play area reflects a more rural appearance. Demolition work on the bungalow has commenced. Site Access via Church Road – the needs to be a coordinated scheme

24/00036/NMA		biodiversity enhancements with details of access and all other matters reserved.	for the discharge of access conditions
	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	Original plans included a mix of 2, 3, and 4-bedroom homes. However, 58% of the current units are 4-bedroom homes, with only three smaller units, which does not align with the housing needs assessment. Improved elevations have been noted. Comments have been submitted.
3. 23/00204/FUL	Land at Dibden lane, Alderton	Proposed rural exception site comprising 26 affordable homes and associated works	Decision for the proposal meets criteria for 'set-aside'. It would require a new application if pursued in the future.
4. 23/00720/FUL*	Land Adjacent To 22 St Margarets Road Alderton	Proposed dwelling and altered access	Pending decision
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	ACTION Cllr Broderick to follow up and submit a request for the matter to go to the committee.
6. 24/00606/FUL	Greystones 6 - 8 Beckford Road Alderton	Erection of detached summer house ancillary to existing dwelling	No update. ACTION Cllr Broderick to follow-up
7. 24/00622/FUL*	20 Orchard Road Alderton	Replacement single garage for double garage with annex above with associated windows and rooflights	A site visit raised concerns about the height and bulk of a proposed one-bedroom flat, impacting the neighboring property. Further drawings showing the interrelations would help provide clarity.
8. 23/01148/PIP	Land To West Of Willow Bank Road Alderton	APPEAL against refusal of planning permission	In appeal system, all representations have been submitted. It was noted that significant hedge cutting at the site has taken place.
9. 24/00753/FUL 24/00754/LBC	Gardeners Arms Beckford Road	Alterations to a public house with three ancillary lettable rooms, and a manager's flat, including internal alterations and an external staircase and alterations to a second floor window, together with a replacement public house entrance door, canopy, and an access ramp and deck with a pergola	Some representations have been submitted. Amendments include updates to the red-line site boundary and car parking arrangements.
10. 24/00733/FUL	6 Polysend Drive, Alderton	Proposed extension to a detached garage and a single storey rear extension to the dwelling.	No issues.
11. 24/00745/FUL	14 St Margarets Drive Alderton	Proposed dwelling, parking and turning space	ACTION Cllr Broderick and Cllr West to carry out a site visit to assess the interrelation of the plot with the proposed surrounding development.

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

Cllr Rayton left the meeting after this item and was not present for the remaining items below.

241119/09

To agree or note matters relating to the Allotments

1. **Matters Arising:**
 - i. **Old Village Shop Repairs** - An updated quotation for the repairs has been received, now totalling £7,959.32 (+VAT). **COUNCIL AGREED** to pay £852.79 (+VAT), which is not covered by the Heritage Grant.
 - ii. **Tree Donation** - Confirmation has been received that GCC will donate 10 trees as part of the Ash Dieback Project. **ACTION** Clerk to sign the agreement and liaise with the AAA.
 - iii. **Leaking Shed** - One of the Parish Council sheds has been reported to be leaking. Arrangements will be made for repairs.
 - iv. **Winter Preparations** - Preparations for winterising the allotments are underway. **ACTION** Cllr Woodman to turn off the water supply.
2. **Northern Hedge Maintenance:**
A quotation has been received for cutting back the northern hedge of the allotment site (along Willow Bank Road) **COUNCIL AGREED** to accept the quotation of £280 work to be scheduled for the first week of December
ACTION Clerk to follow-up on the arrangements for the southern hedge to be cut back.
3. **Pest Control:**
Cllr Kettle, Cllr Woodman, and the Clerk met with a pest control company to discuss treatment for rats at the allotments and moles at the playing field. A quotation for a contract of work has been received.
ACTION Clerk to seek clarification on the contract and obtain additional quotes.

241119/10

To receive an update on maintenance of Parish Council Assets:

1. **Speed Sign (VAS)** – no update.
2. **Parish notice boards** – no update from supplier. Memorial noticeboard awaiting repainting.

241119/11

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

1. **Matters Arising** - The play area fencing has been completed and signed off. Grass reseeding is progressing well.
ACTION Cllr Davies to remove the remaining tape from the area.
2. **Play Area Inspections** - It was reported that the bridge becomes slippery when wet due to moss growing in the treads.
ACTION Cllr Davies to wire brush the bridge to address the issue.
3. **Repainting of Swings** - Repainting of the swings remains incomplete and is still awaited.
4. **Mole Issue** - Efforts are ongoing to find a new pest control service to address the mole problem, in conjunction with the allotment pest control issues.
5. **Groundwork at Playing Field Entrance** - An updated quote from the current groundwork supplier was reviewed. **COUNCIL AGREED** to pay £999 to improve the surface around the main pedestrian access gate to the playing field. This will improve the uneven surface and mitigate the amount of mud that migrates along the road and footpath.
ACTION Clerk to confirm if this expense qualifies under s106 improvements to the play area.
6. **New Bench for the Play Area** - A quotation of £422.50 for a new bench was received.
COUNCIL AGREED to proceed with the purchase under s106 funds.

241119/12

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

A meeting with GRCC took place on 22nd October. GRCC has requested additional information, such as bus route details, to complete the baseline report. The proposed completion date for the baseline is 1st July 2024.

The next step is to await GRCC’s finalisation of the baseline report and to discuss the results in preparation for planning the public consultation approach.

241119/13

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

ACTION Cllr Broderick to follow up with the Planning Officer when submitting letter to confirm the request for this application to be considered by the Planning Committee..

241119/14

Finances – documents circulated prior to meeting

1. **To record income received up to 31 October 2024**

COUNCIL APPROVED October receipts received of **£1066.28**

COUNCIL APPROVED the November 2024 Payments list

Description	Supplier	Net	VAT	Total	Power to spend
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Clerk Pension	NEST	132.23	0.00	132.23	Local Government Act 1972 s.111
British Legion Poppy Wreath	Sheila Reid	20.00	0.00	20.00	Local Government Act 1972 s.137
Expense to J Kettle	Gardeners Arms	24.80	4.96	29.76	Local Government Act 1972 s.111
s106 - Play Area Fencing	Greenfields Ltd	12,914.76	2582.95	15,497.71	Town & Country Planning Act 1990 s106
Clerks Salary	Catherine Bridges	837.26	0.00	837.26	Local Government Act 1972 s.111
Tax/NI	HMRC	44.31	0.00	44.31	Local Government Act 1972 s.111
Allotment toilet hire	B&W Hire	92.00	18.40	110.40	Local Government Act 1972 s.111
Playingfield - grass cutting	Greenfields Ltd	243.76	48.75	292.51	Local Government Act 1972 s.111
Allotment rent reimbursement	Plot holder	30.00	0.00	30.00	

2. To approve bank reconciliation

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

3. Budget monitoring to be discussed in item 241119/15.

4. COUNCIL NOTED that a VAT reclaim has been submitted for £2046.06 and will appear on the November receipts.

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

No new S106 or CIL expenditure.

6. To ratify implementation of the Local Government Services Pay Agreement 2023 for Clerk from 1 April 2024 and agree actions

COUNCIL APPROVED implementation of the Local Government Services Pay Agreement 2024 back dated to April 2024.

7. Request for council to contribute 50% towards Cllr Broderick RTPI annual membership.

The Council discussed the request for a 50% contribution towards Cllr Broderick's RTPI annual membership. It was noted that supporting professional development enhances the Parish Council's capacity to make informed planning decisions, which benefits the community.

COUNCIL APPROVED a 50% contribution of £190 towards the total RTPI membership cost of £380 per annum.

241119/15

To discuss preparations for 2025-26 budget

The Council agreed to hold a separate meeting to prepare the draft budget for 2025-26.

Potential projects for the next financial year were discussed, including:

- Installing wildlife, bird, and owl boxes.
- Improving soil quality and drainage for the allotment plots on the western side of the hedge.

COUNCIL AGREED to review and discuss the budget further at the December meeting in preparation for the January precept response.

241119/16

To appoint internal auditor for 2025

COUNCIL AGREED to appoint GAPTC, who are competent and independent of Council as the internal auditor for the 2024-25 financial year.

241119/17

To discuss and approve the following Alderton Parish documents:

Amendments will be required to include new fencing of the play area. The council will review and confirm the following documents at the December meeting:

1. Risk Assessment - Changing facility and Playing Field
2. Risk Assessment - Changing facility Fire Risk
3. Health and Safety Policy - changing facility and Playing Field

241119/18

To agree meeting dates for 2025

COUNCIL AGREED to the 2025 meeting dates as follows: 21 January, 18 February, 18 March, 15 April, 20 May, 17 June, 15 July, 19 August, 16 September, 21 October, 18 November and 16 December

ACTION Clerk to book the Village Hall

241119/19

To receive an update on the Tewkesbury Garden Communities meeting

Cllr West attended the recent Tewkesbury Garden Communities meeting and circulated materials from the discussion. He reported that the completion of the A46 bypass, if approved and funded, may not occur until 2035. Meanwhile, significant housing development is expected in the Ashchurch area during this period. It was also noted that the revised housing target for Tewkesbury has been set at 19,050 new homes over the next 30 years.

241119/20 To note agenda items for next meeting 17 December

- Privacy Notice
- Risk Assessment - Changing facility and Playing Field
- Risk Assessment - Changing facility Fire Risk
- Health and Safety Policy

Meeting closed at 10.30pm. Date of next Meeting: 17 December 2024 commencing at 19.00pm, in Alderton Village Hall.

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Chairman

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Date

2024 Meeting Dates: 17 Dec

APPENDIX A

	Bank Reconciliation at 31/10/2024		
	Cash in Hand 01/04/2024		124,647.84
	ADD Receipts 01/04/2024 - 31/10/2024		24,706.09
			149,353.93
	SUBTRACT Payments 01/04/2024 - 31/10/2024		27,564.41
A	Cash in Hand 31/10/2024 (per Cash Book)		121,789.52
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2024	0.00	
	Current Account 31/10/2024	1,082.97	
	Savings Account (1%) 31/10/2024	20,465.31	
	CIL Savings (1%) 31/10/2024	9,274.06	
	CIL Savings (3.6%) 31/10/2024	60,000.00	
	CIL Savings (% tracker) 31/10/2024	30,967.18	
			121,789.52
	Less unrepresented payments		
			121,789.52
	Plus unrepresented receipts		
B	Adjusted Bank Balance		121,789.52
	A = B Checks out OK		